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ABSTRACT

This booklet is designed to provide the business education teacher with creative ideas for developing an effective classroom environment. Ideas and suggestions offered to assist the teacher in making bulletin boards include hints on art procedures and color compatibility. Sample bulletin boards pictorially depicting slogans and motivational statements about business education are presented, and instructions are given for replicating them for classroom use. (JD)

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TITLE PAGE

BULLETIN BOARD

FOR BUSINESS EDUCATION

Oklahoma
State Department Of Education
1983

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FOREWORD

Learning environments need to be stimulating and attractive to all students. A positive learning-oriented school environment is a characteristic common to effective schools. Motivational bulletin boards enhance the classroom environment and adds a "special" touch in creating and maintaining a positive approach to learning.

Bulletin Board Ideas for Business Education has been designed to provide the teacher with creative ideas for developing an effective classroom environment. It is hoped that the ideas and suggestions will help the teacher motivate students.

The Oklahoma State Department of Education gratefully acknowledges the professional contributions of the committee members who worked so diligently in the preparation of this publication.

Leslie Fisher

Leslie Fisher
State Superintendent

PHILOSOPHY

Business Education is a planned educational process whereby any student may develop understandings, skills, and attitudes necessary to become a productive worker, intelligent consumer, and responsible citizen. Business Education should be an integral part of the total education of every person.

The Business Education teacher should provide information, serve as an effective model of desirable techniques, and demonstrate empathic concern for all students. The teacher should provide every opportunity for the students to develop to their fullest potential which includes an attractive, stimulating learning environment.

The Business Education teacher must continually improve professionally, keep abreast of changes that affect the profession, and seek every opportunity to promote Business Education.

ACKNOWLEDGEMENTS

The State Department of Education acknowledges with deep gratitude the interest, integrity, dedication, and untiring effort put forth by the following people in the preparation of the Bulletin Board Ideas for Business Education publication:

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BULLETIN BOARD BASICS

BULLETIN BOARD BASICS

Bulletin boards can and will make learning a pleasure for the students by surrounding them with stimulating and decorative displays. All areas of school curriculum will profit by a creative presentation of subject matter. The following ideas and suggestions are given to assist you (the teacher) in providing motivational bulletin boards:

1. Change the bulletin boards often to retain the viewers interest and to remove all items that are out-of-date.
2. Use bulletin boards to announce events and record activities. Remember, be positive in your statements. Of course, there is always the exception when a negative statement can generate activity or stimulate the students to think on their own.
3. Plan the arrangement of the bulletin board very carefully. This guide has many helpful hints to assist you in the arrangements.
4. Arrange the display in a bulletin board so it will involve size, shape, color, texture, variety, values, repetition, and balance. The keys to a good bulletin board are BALANCE and HARMONY.
5. Plan effective communication; remember, it can be broken by making a bulletin board BUSY or CONFUSED.
6. Design interesting backgrounds. Divide the background up into areas and neutral shapes to show off the center of interest.
7. Make all lettering legible and concise. Use key phrases. Keep lettering to one or two words, phrases, or short questions.
8. Remember, a title is of little value if it cannot be read quickly.
9. All lettering should be considered an integral part of every display.

10. Avoid lettering that must be read on a diagonal or from top to bottom, unless each letter is starting a catchy phrase.

11. Remember, eye movement is trained to move left to right and top to bottom. Eye movement will also move in a circular motion clockwise.

12. The style of lettering should be kept simple.

13. Control the desired eye movement by using string, yarn, ribbon, etc. (tacked or pinned). This will lead the observer through the whole arrangement.

14. Displays do not have to be limited to flat items--use shadow boxes, 3-D objects, paper sculpture, or styrofoam objects.

15. Bulletin boards do not have to be the traditional square or rectangle. Bulletin boards can be on the wall, ceiling, corners, or stairwells.

16. It is better not to have a board than to have one crowded or cluttered.

17. Allow comfortable intervals between notices and displays.

18. There are different types of mobiles--coat hangers with simple pictures hanging from the hangers, bare tree branches with pictures or leaves, etc.

19. Remember, pinks are feminine (mostly delicate)--use with lace, frills, etc.; browns are used generally with earth tones; browns are neutral; black and white are neutral. (These two values can be used with any color.)

20. A bulletin board with all values of black and white and grays can be exciting if accented with a touch of bright color such as red or blue, or blue or yellow.

21. Remember, gold is generally used with reds. Silver is generally used with blues or violets. However, there is no set rule on this (use one's preference).

22. Prepare colorful leaves (real) for bulletin board use with the following: Mix solution of one part glycerin, three parts water. Place leaves in pan and cover completely with the solution. Do not crowd leaves. Place paper towel on top of the solution (leaves). This will hold the leaves under the solution. Leave the leaves in the solution for 10-14 days. Take the leaves out of the solution and dry them. The leaves can be used for many years.

23. Leaves that are gathered (outside) may be wrinkled. To remove the wrinkles, place the leaves in warm water for a short time and they will soften up and flatten out. Then place the leaves in wax paper in a book to dry.

24. Dry leaves can be placed in hot water to soften them. The leaves will soak up moisture in about 30 minutes. Press in a book between pieces of waxed paper.

25. Prepare tissue paper leaves by first obtaining green leaves--then with the leaf placed upside down (viens) place tissue paper over leaf. Use one crayon (flat side) and rub over the leaf. Veins and sides of leaf will transfer onto tissue. Use light crayons on dark tissue or dark crayons on light tissue.

26. Soft sculpture may be utilized on a bulletin board. Find a simple object such as a chick for a pattern. (Coloring books have excellent patterns.) Enlarge the picture on cloth and cut out the two together. Sew together with a very simple stitch; fold inside out so the seam is on the inside and then stuff. Use a felt or felt-tip pen to make eyes, mouth, etc.; tack onto board. Other simple objects that can be made and stuffed are vegetables, fruits, baby animals, hamburgers, hot dogs, hands, and heads.

Art Procedure

The following are helpful hints on art procedures:

1. Mix liquid starch and tempra to produce a dripless paint.

2. Mix a few drops of milk glue to tempra to give a nice semi-glossy, brilliant effect. (It will not look chalky.)

3. Obtain different types of paper (wrapping or sacks) to use to put objects on the bulletin board.

4. Cloth material can be used for background on the bulletin board.

5. Go off bulletin board with string, streamers, etc., for a different look.

6. Make bulletin board borders of almost any contrasting or matching material narrowly cut (straight or curved lines).

7. Keep in mind that color has many combinations such as the following:
   a. Complements: red/green, blue/orange, yellow/violet
   b. Split complements: yellow/red violet, blue violet; red/yellow green, blue green; blue/yellow orange, red orange
   c. Triad color scheme: red, yellow, blue or orange, green, violet
   d. Analogous: three colors side by side on color wheel
      yellow, yellow green, green
      yellow green, green, blue green
      blue, blue green, blue violet
      blue, blue violet, violet
      violet, blue violet, red violet
      red, red violet, red orange
      orange, red orange, yellow orange
      yellow, yellow orange, yellow green
   e. Monochromatic color scheme is when one color is used plus several shades and tints of that same color. Blue is most popular.

8. Color combinations
   Color and complement: red/green yellow/violet blue/orange

   TRIAD color scheme: red/yellow/blue orange/green/violet

   Split complement: yellow/red violet/blue violet
   violet/yellow orange/yellow green

   blue/red orange/yellow orange
   red/yellow green/blue green

   orange/blue green/blue violet
   green/red orange/red violet

Other Hints

1. Black and white (also grays) are neutral. They may be used with the procedding color combinations.

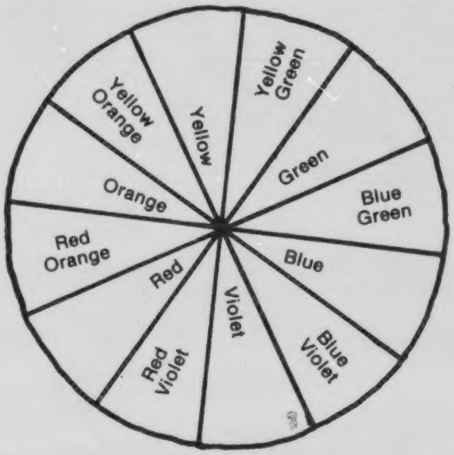
2. Yellow and orange can be used on a bulletin board; however, use browns to keep it from looking too much like Halloween.

3. Blues and greens make very nice bulletin boards when accented with whites (ivory, cream, or buff).

12

4. Monochromatic color schemes make nice boards, but use at least three values of color, not two (light blue, medium blue, dark blue, etc.).

5. Analogous color schemes are excellent using three colors that are side by side on a color wheel. Feel free to use black, white, gray, and brown along with these three colors.



6. Cutouts from old greeting cards, newspapers, magazines, old books, coloring books, or old used workbooks can be used for bulletin boards.

7. Boundaries of the bulletin board can go to the ceiling, to the floor, or off each side (end).

8. Mobiles are a form of bulletin boards; windows and doors can be used to make a statement.

9. Tissue paper can be used on clear glass; make black letters over the tissue.

10. Materials of different types can be used for bulletin board backgrounds (making or features), e.g., felt, newspaper, fabric, paint, cork, wood, or paper of all types and colors.

11. Lightweight 3-D objects can be used (tacked or glued) onto bulletin boards, e.g., shoes, feathers, fur, crayons, flowers (silk, plastic), gloves, styrofoam balls, strings, yarns, ropes, mirrors, or gloves.

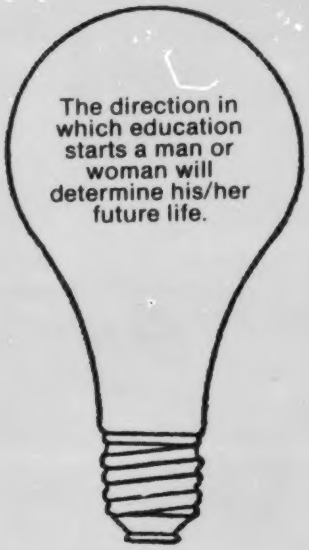
12. Minor parts of the bulletin board should not overpower the main message. Always ask yourself, "What is my center of interest?" and then work around that subject.

13. Borders can be made of rickrack material of smooth or rough fabric or paper. Strong accents can be used.

14. Bulletin boards can be made more interesting by letting the students sign them. Stress the fact that you are the final authority on grade (if finished or not).

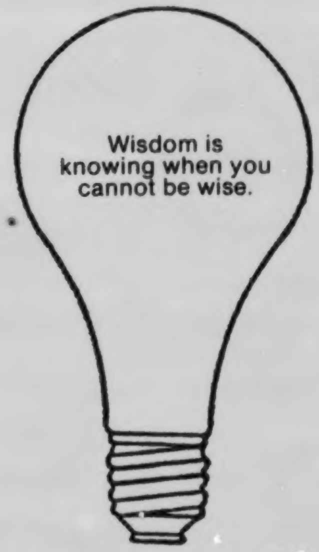
15. Depth and continuity can be added to the bulletin board by overlapping. Single string can be tacked or taped to the ceiling. (Remember, tape releases when too hot or cold.) Use single hangings.

GENERAL



The direction in which education starts a man or woman will determine his/her future life.

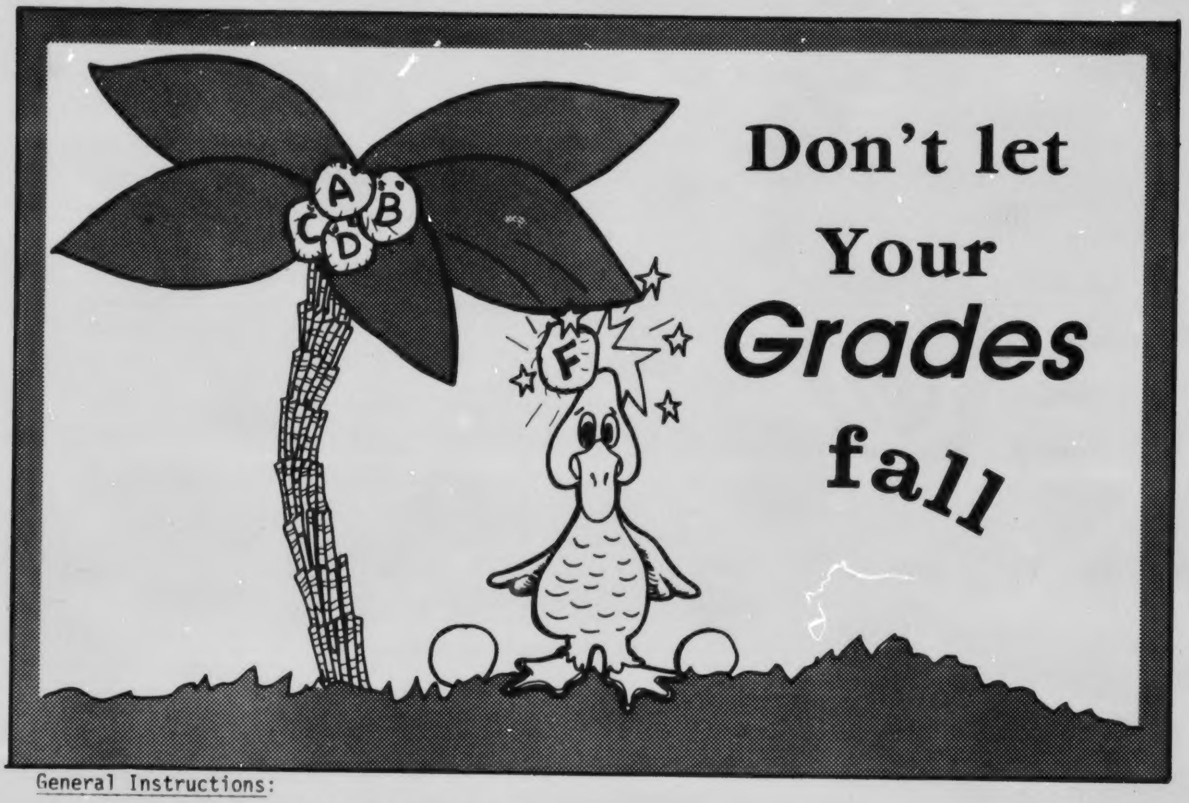
Only hungry minds can become educated.



Wisdom is knowing when you cannot be wise.

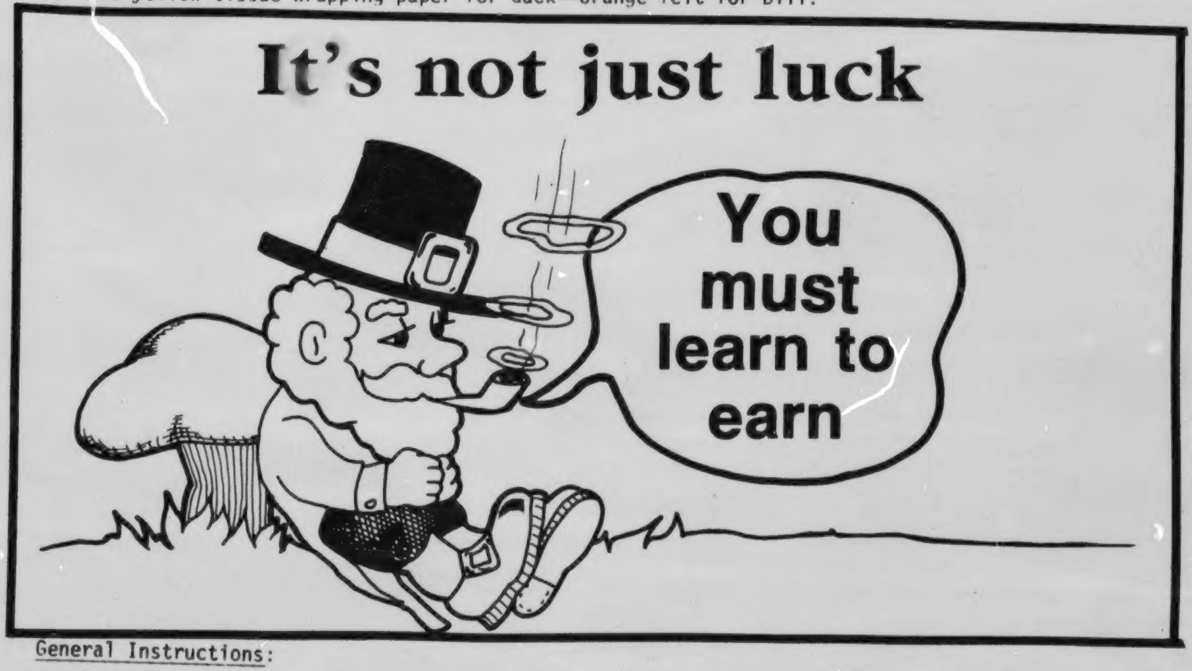
What is easy is seldom excellent.

If you want to get ahead, make sure you use the one you have.


Don't let
Your
Grades
fall
A
B
C
D
F

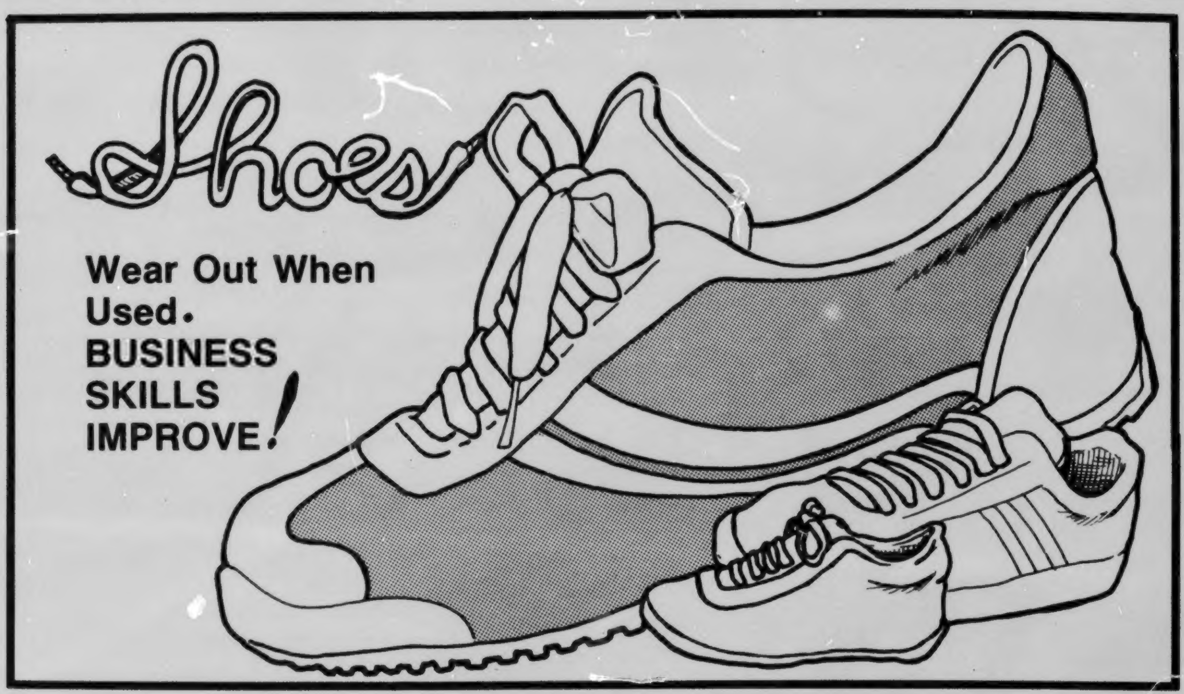
General Instructions:

1. Cut letters from magazines or newspapers.
2. Use felt or any type of green paper from high-gloss to foil for leaves and grass.
3. Use rough textured paper for coconut.
4. Use burlap or any rough material for tree trunk.
5. Use yellow tissue wrapping paper for duck--orange felt for bill.


It's not just luck
You must learn to earn

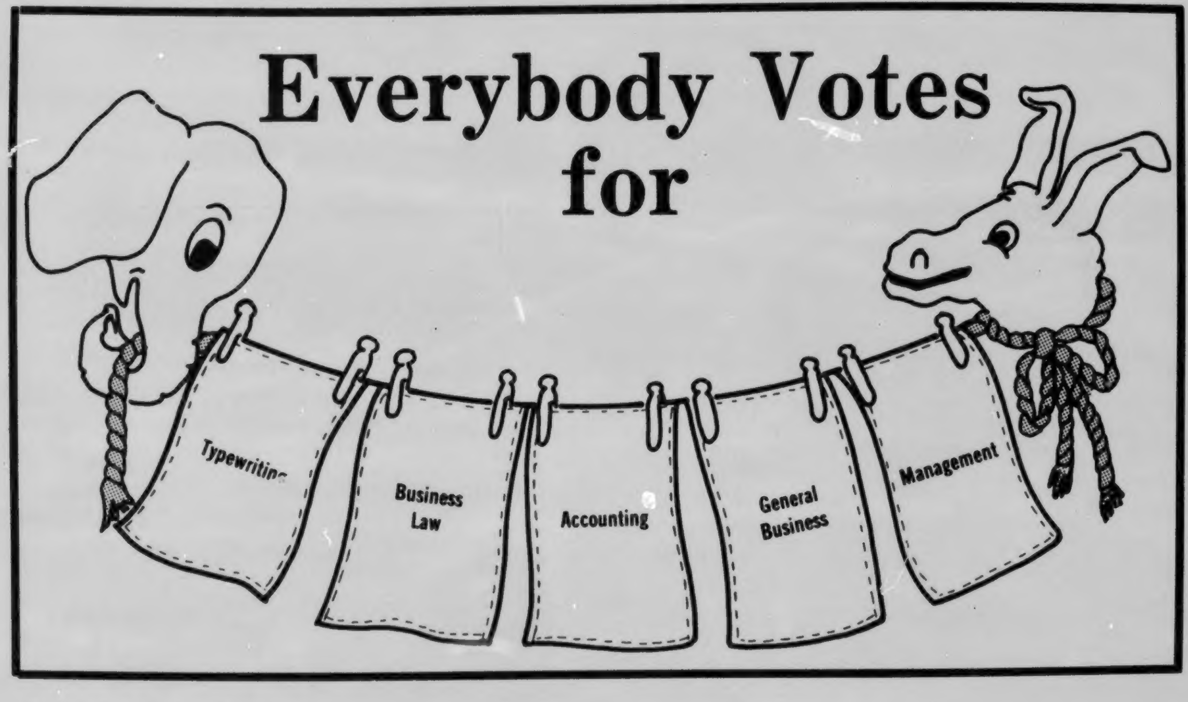
General Instructions:

1. Use different shades of green. Use black for hatband and shoes and gold foil for buckles.
2. Make the beard and smoke rings of white cotton.


Shoes
Wear Out When Used.
BUSINESS SKILLS IMPROVE!

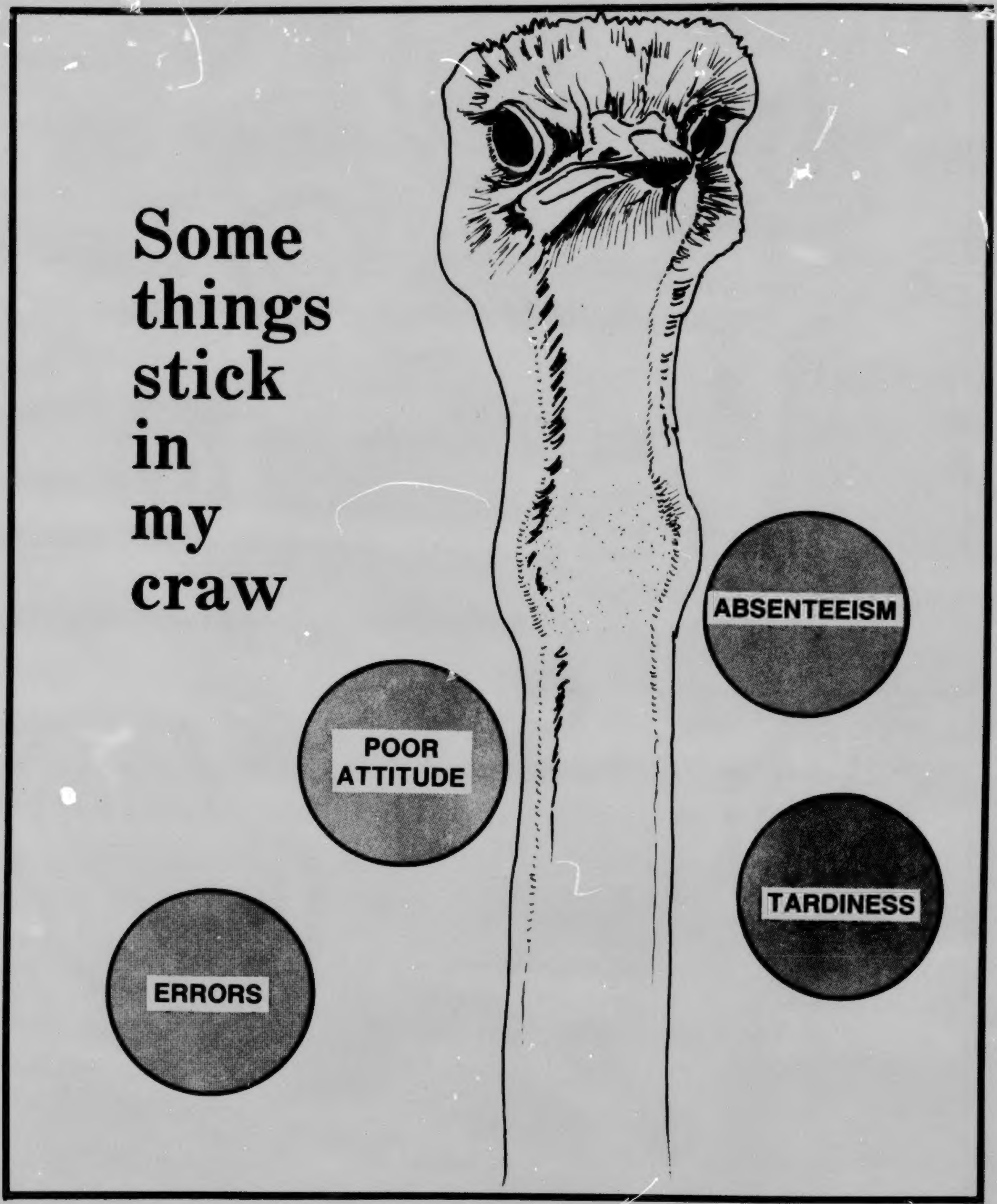
General Instructions:

1. Cut letters out of magazines or newspapers or use prepared lettering.
2. Draw or cut out pictures of shoes.


Everybody Votes for
Typewriting
Business Law
Accounting
General Business
Management

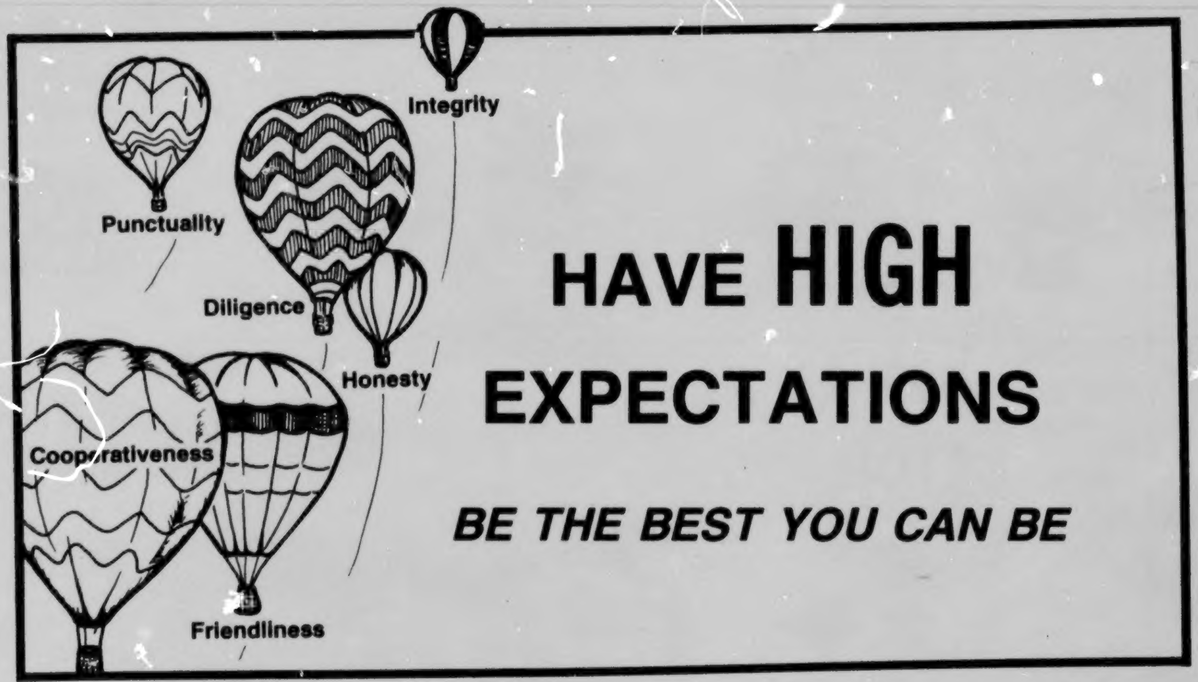
General Instructions:

1. Draw or cut out a picture of an elephant and a donkey.
2. Use yarn for string from elephant to donkey.
3. Hang from the string the different business education subjects.


Some things stick in my craw
ABSENTEEISM
POOR ATTITUDE
TARDINESS
ERRORS

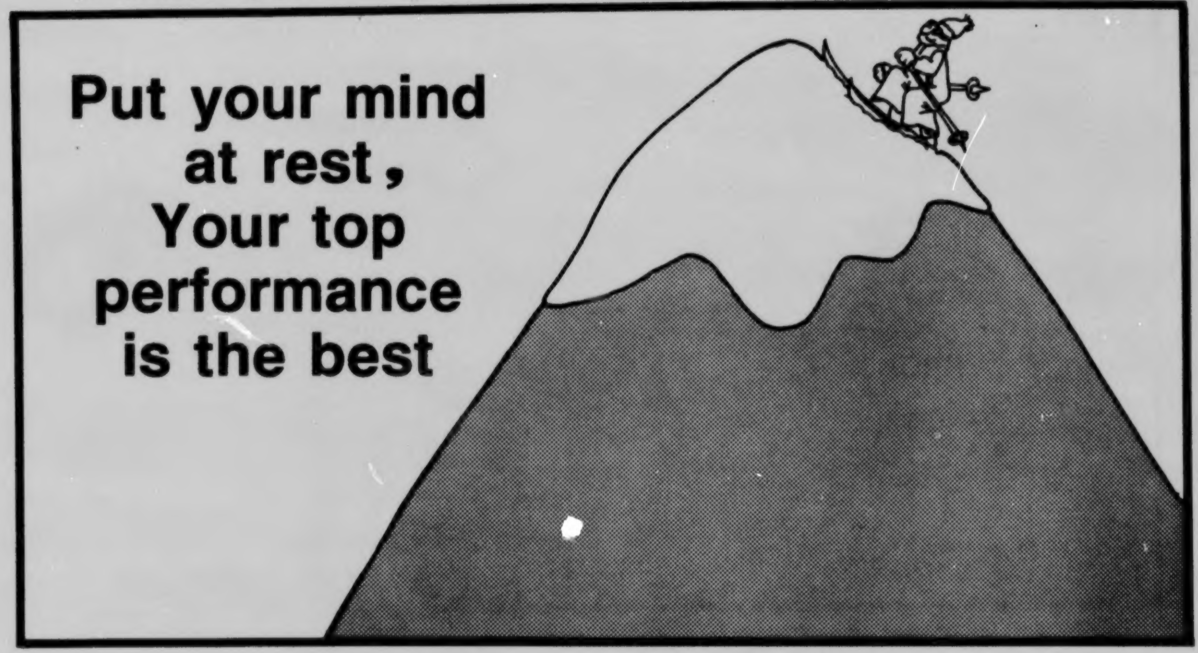
General Instructions:

1. Use the overhead projector to draw the large ostrich head.
2. Use large green circles made from construction paper or styrofoam balls.
3. Use black lettering on the balls.
4. Use dark green lettering on heading.
5. Some fluffy feathers can be tacked on the head of the bird.


Integrity
Punctuality
Diligence
Honesty
Cooperativeness
Friendliness
HAVE HIGH
EXPECTATIONS
BE THE BEST YOU CAN BE

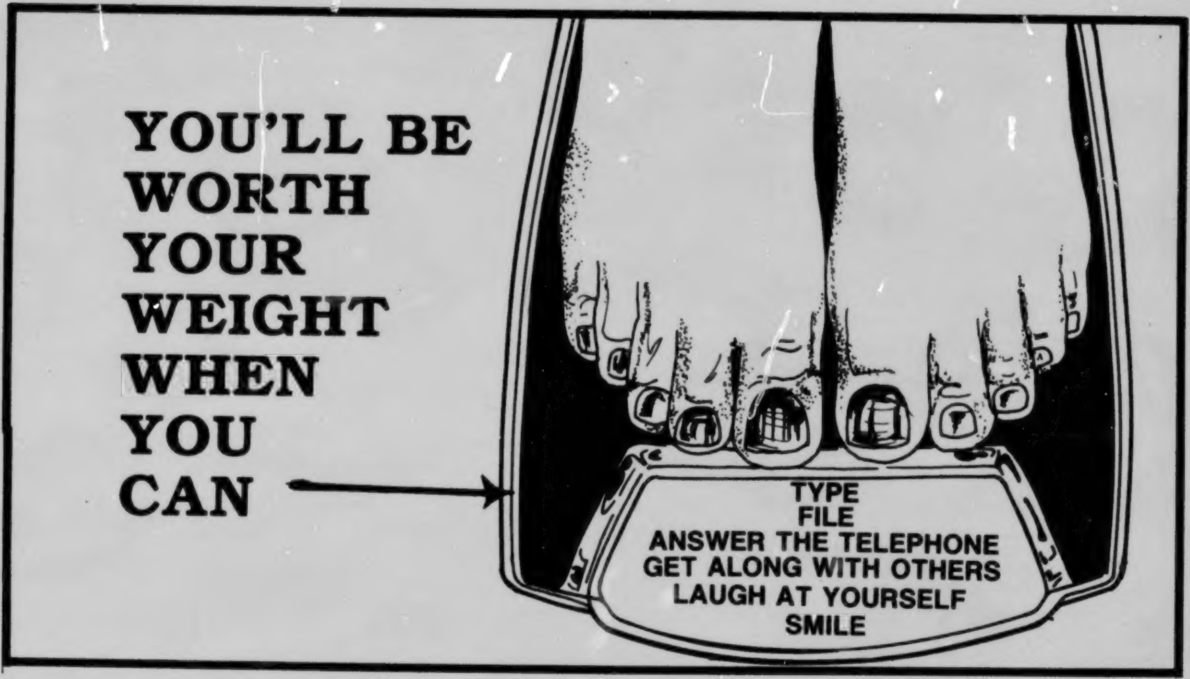
General Instructions:

1. Use light blue background with lettering and border of your choice.
2. Cut out hot-air balloons from magazines or make them from construction paper; keep them colorful. Label balloons with personal qualities. Or use one large balloon with qualities placed in the basket.


Put your mind
at rest,
Your top
performance
is the best

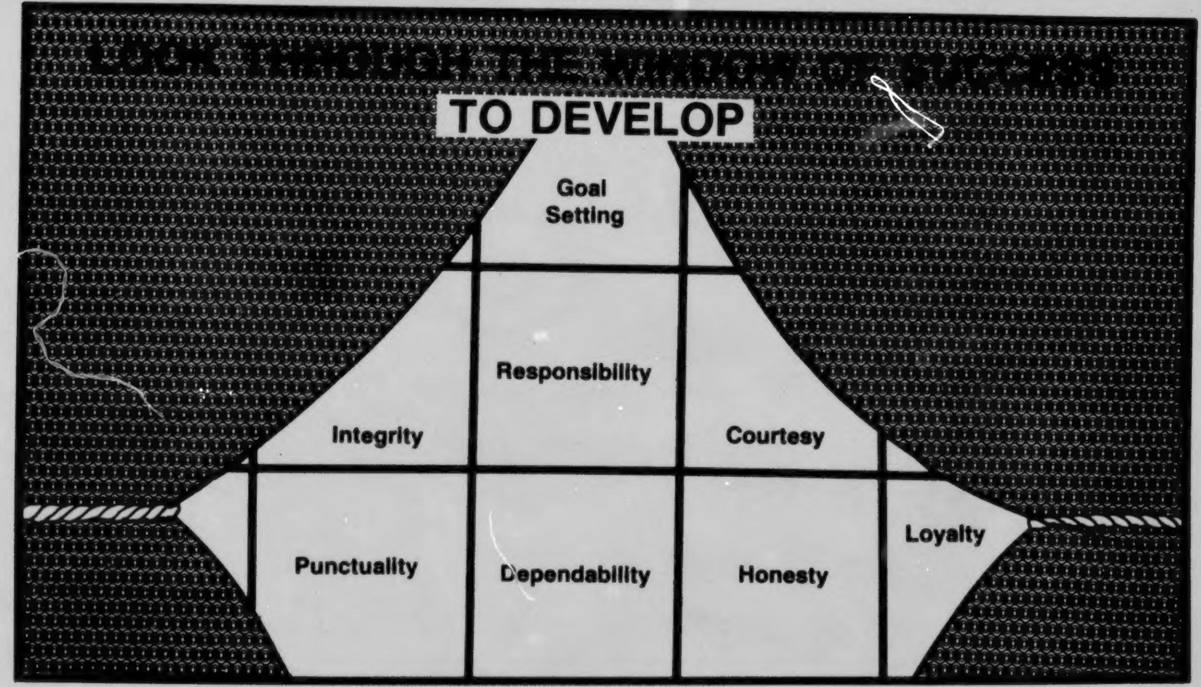
General Instructions:

1. Use lettering of your choice and light background with purple mountain. Snow may be white construction paper or cotton.
2. Cut out picture of skier or mountain climber from magazine, enlarge if needed.


YOU'LL BE WORTH YOUR WEIGHT WHEN YOU CAN
TYPE
FILE
ANSWER THE TELEPHONE
GET ALONG WITH OTHERS
LAUGH AT YOURSELF
SMILE

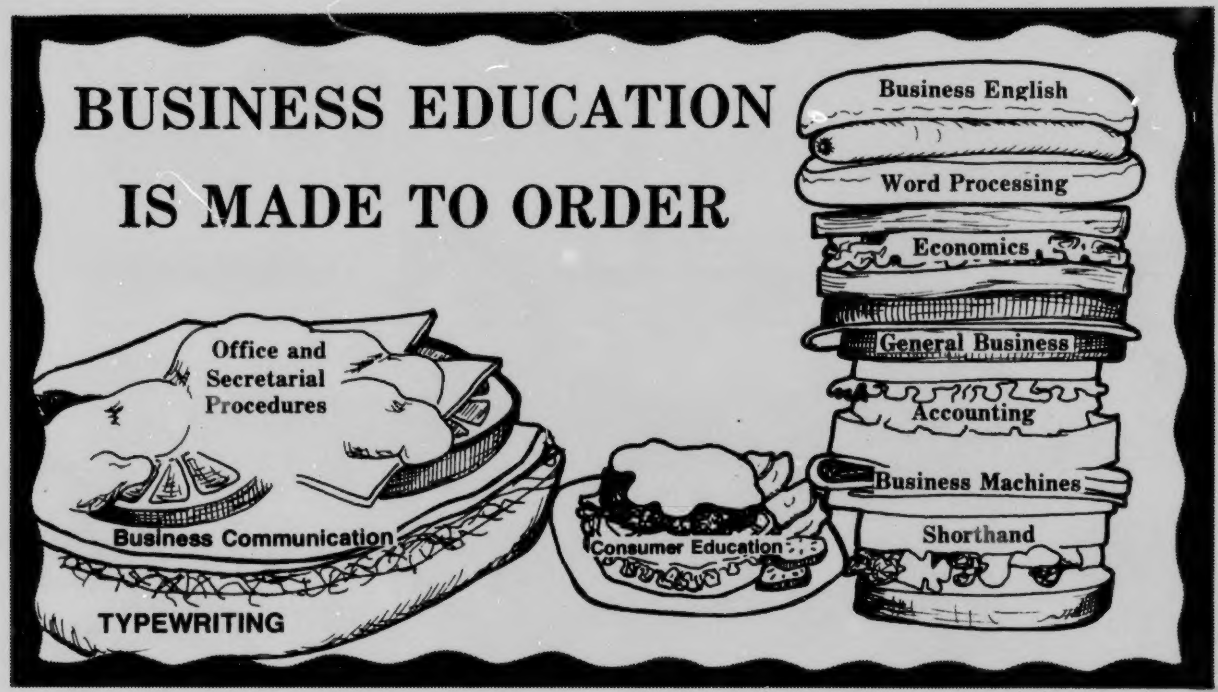
General Instructions:

1. Use background, lettering, and border of your choice.
2. On the scales, list the qualities and/or skills you particularly wish to emphasize.


LOOK THROUGH THE WINDOW OF SUCCESS
TO DEVELOP
Goal Setting
Responsibility
Integrity
Courtesy
Punctuality
Dependability
Honesty
Loyalty

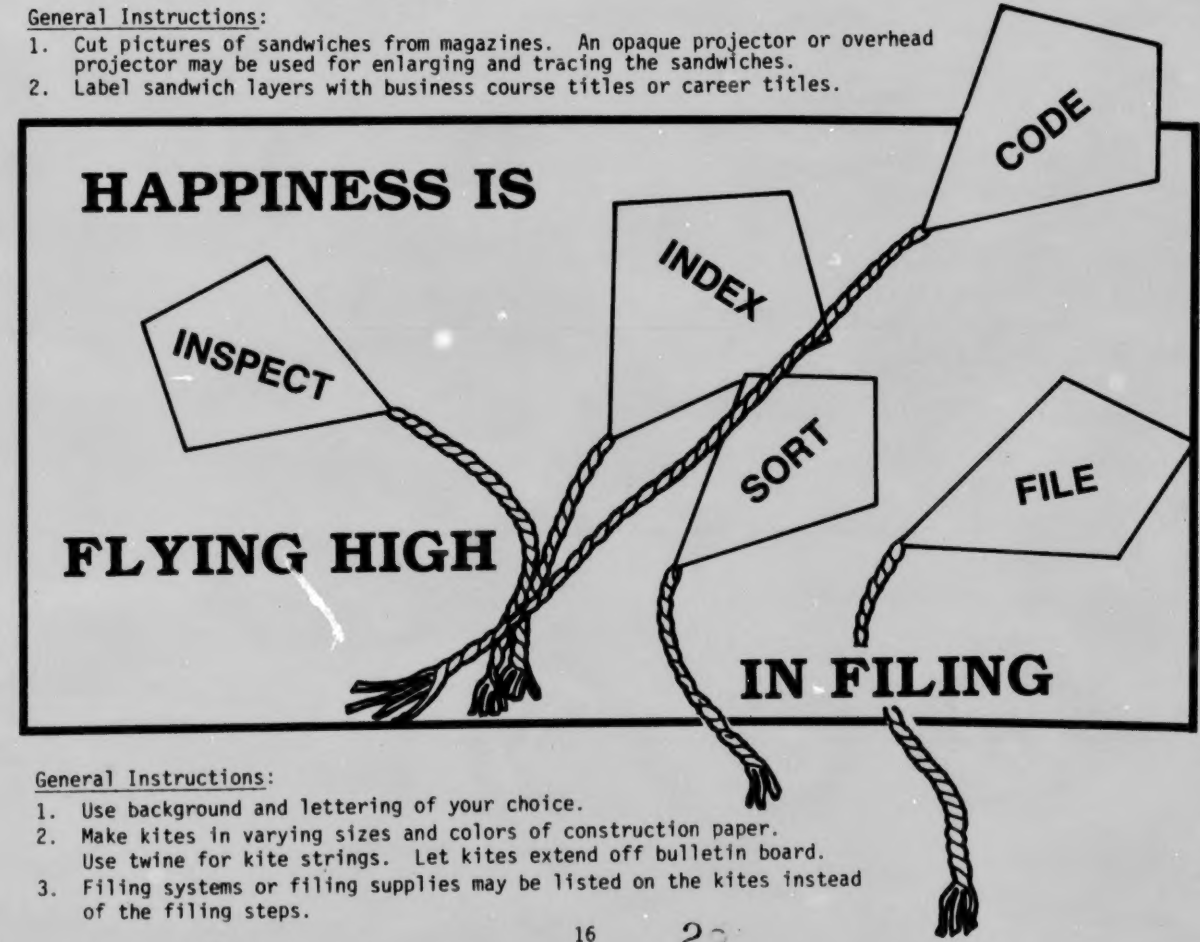
General Instructions:

1. Use a light background and your choice of lettering; treat entire board as a window. Or use an existing window as the bulletin board.
2. Use black construction paper to outline the window panes. Label panes with various qualities.
3. Use fabric for window curtains, or use real curtains. Place main heading across top of curtains or on a valance or cornice.


BUSINESS EDUCATION
IS MADE TO ORDER
Business English
Word Processing
Economics
General Business
Accounting
Business Machines
Shorthand
Office and Secretarial Procedures
Business Communication
TYPEWRITING
Consumer Education

General Instructions:

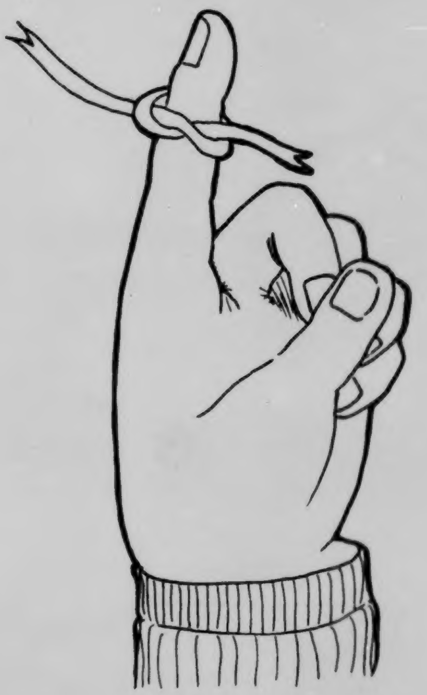
1. Cut pictures of sandwiches from magazines. An opaque projector or overhead projector may be used for enlarging and tracing the sandwiches.
2. Label sandwich layers with business course titles or career titles.


HAPPINESS IS
FLYING HIGH
IN FILING
INSPECT
INDEX
CODE
SORT
FILE

General Instructions:

1. Use background and lettering of your choice.
2. Make kites in varying sizes and colors of construction paper. Use twine for kite strings. Let kites extend off bulletin board.
3. Filing systems or filing supplies may be listed on the kites instead of the filing steps.

Before You Leave Remember To



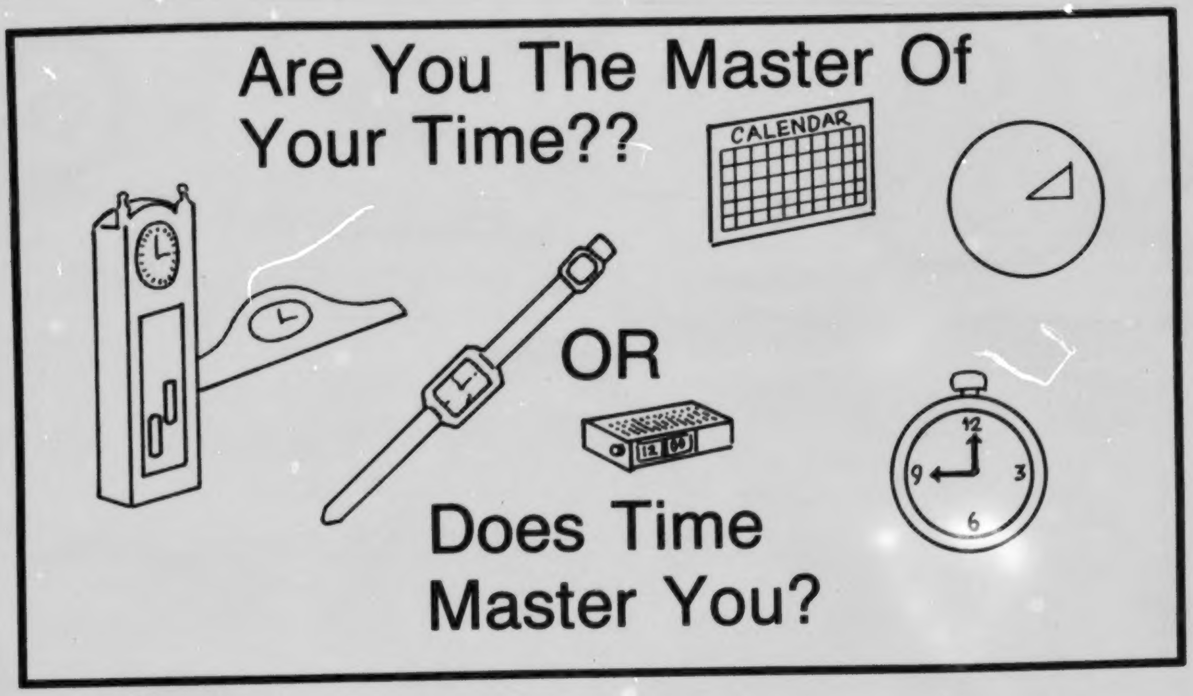
Put Chair Under Desk

Remove Scrap Paper

Hand In Work

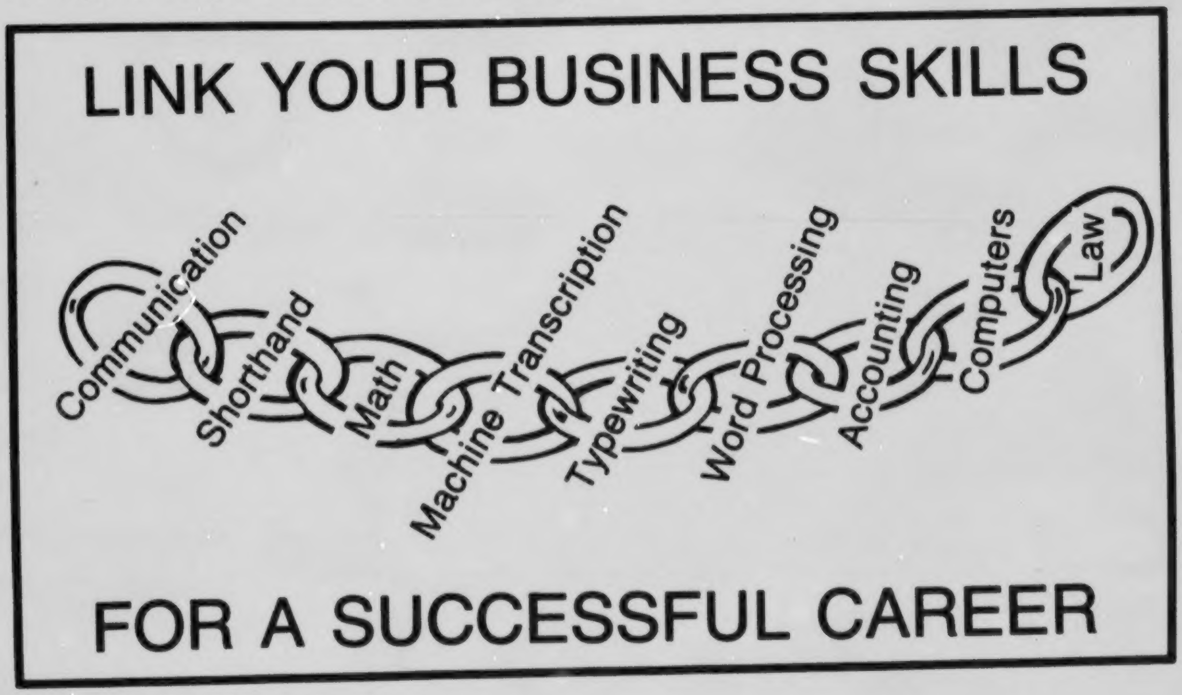
General Instructions:

1. Make large hand from poster board.
2. Use yarn to tie around the finger.
3. Make the lettering in bold, bright letters.


Are You The Master Of
Your Time??
CALENDAR
12
3
6
9
OR
Does Time
Master You?

General Instructions:

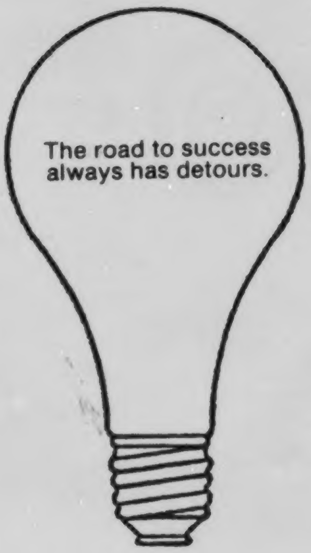
1. Collect different pictures of time pieces and calendars.
2. Make heading a dark, bright color.
3. Make the background in pastel color tissue paper.


LINK YOUR BUSINESS SKILLS
Communication
Shorthand
Math
Machine Transcription
Typewriting
Word Processing
Accounting
Computers
Law
FOR A SUCCESSFUL CAREER

General Instructions:

1. Use either a real chain or make a chain from rolled strips of aluminum foil.
2. Place strips of words over each of the links of the chain.
3. Make the heading in foil or a contrasting dark color.

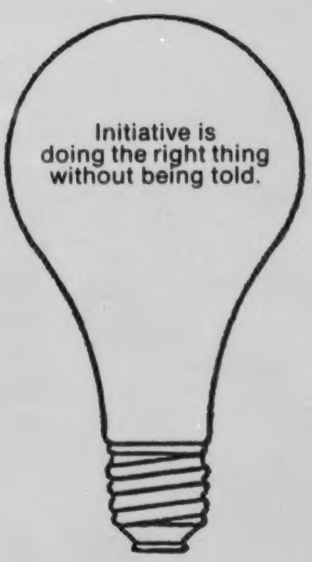
LECTURE


The road to success always has detours.

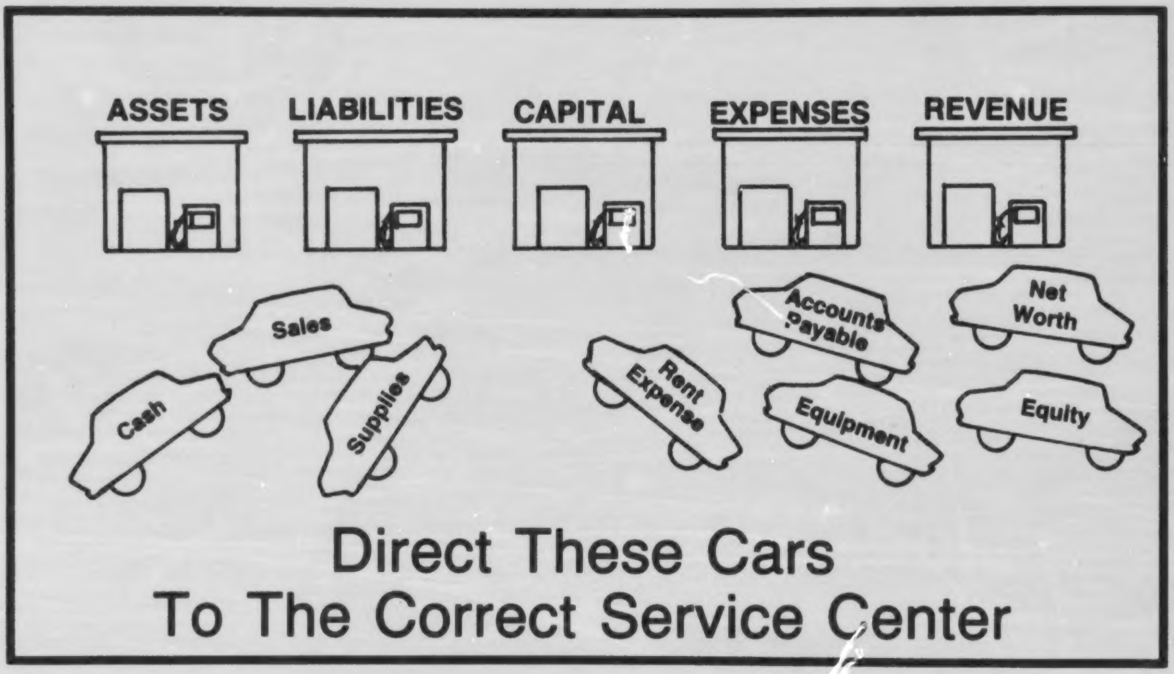
When some people quit a job, they leave no vacancy behind them to fill.

A good idea can never drop into a closed mind.

The best way to break a habit is to drop it.

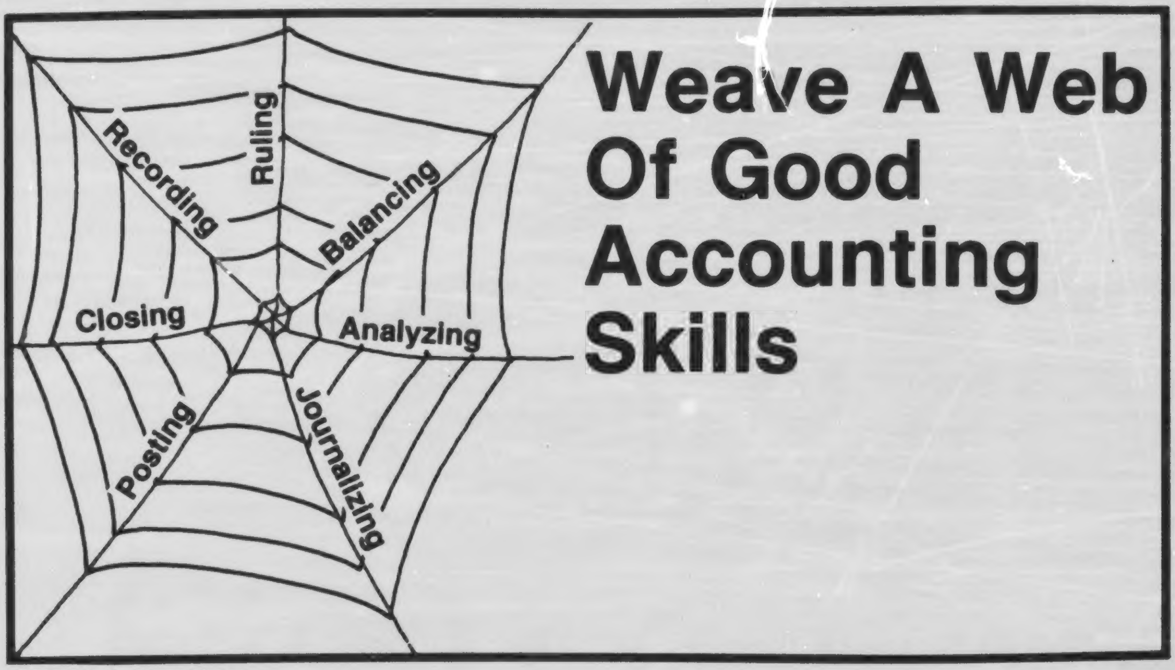

Initiative is doing the right thing without being told.

Accounting


ASSETS
LIABILITIES
CAPITAL
EXPENSES
REVENUE
Sales
Cash
Supplies
Rent Expense
Accounts Payable
Net Worth
Equipment
Equity
Direct These Cars
To The Correct Service Center

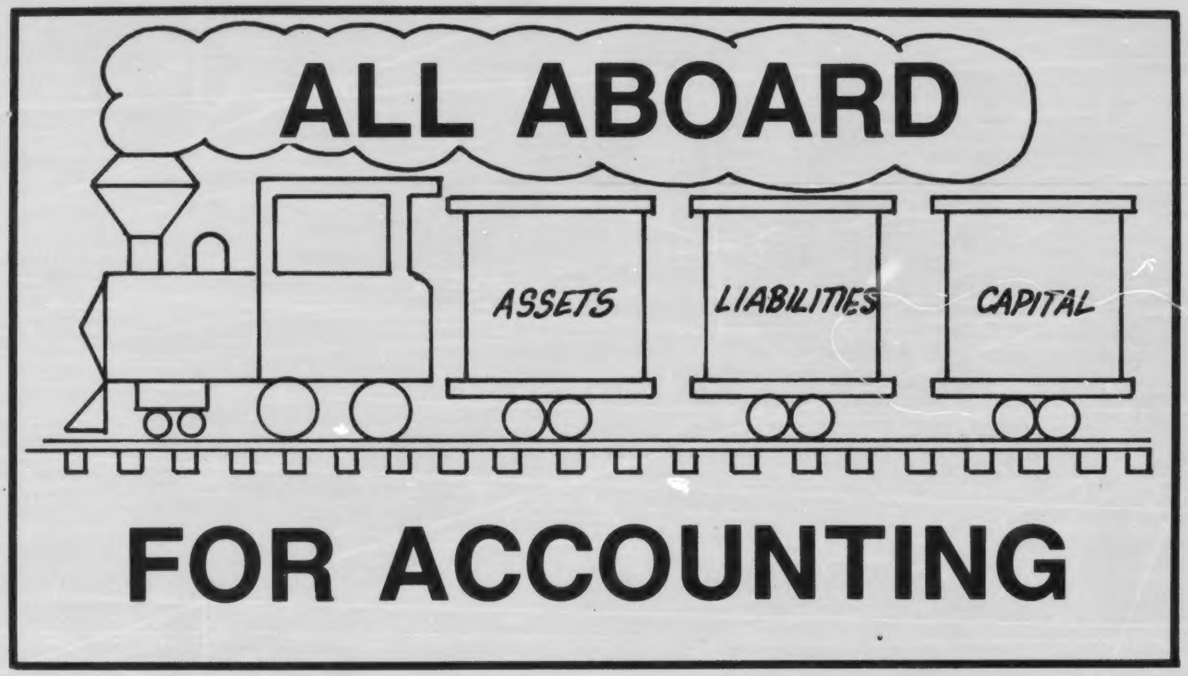
General Instructions:

1. Make white silhouette of cars and use black lettering.
2. Make five stations white with black outlines and red gas pumps.
3. Make all lettering bright red.


Recording
Ruling
Balancing
Closing
Analyzing
Posting
Journalizing
Weave A Web
Of Good
Accounting
Skills

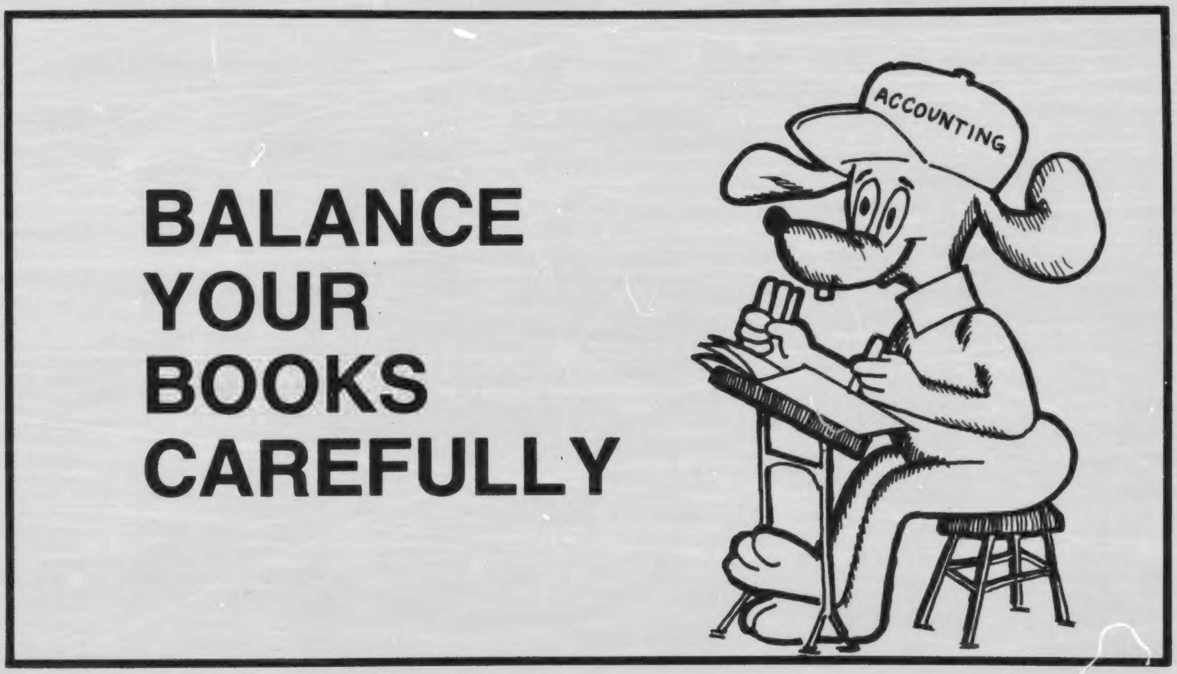
General Instructions:

1. Cover background with white paper. Tie seven pieces of yarn together into a knot at one end. Tack knot off center on bulletin board. Stretch all seven pieces out for foundation of web. With one continual cord, start at center and at crossing of each web line pin it down. Continue going in a circle until you reach the edge of the bulletin board.
2. Cut out seven words and paste them onto the web.


ALL ABOARD
ASSETS
LIABILITIES
CAPITAL
FOR ACCOUNTING

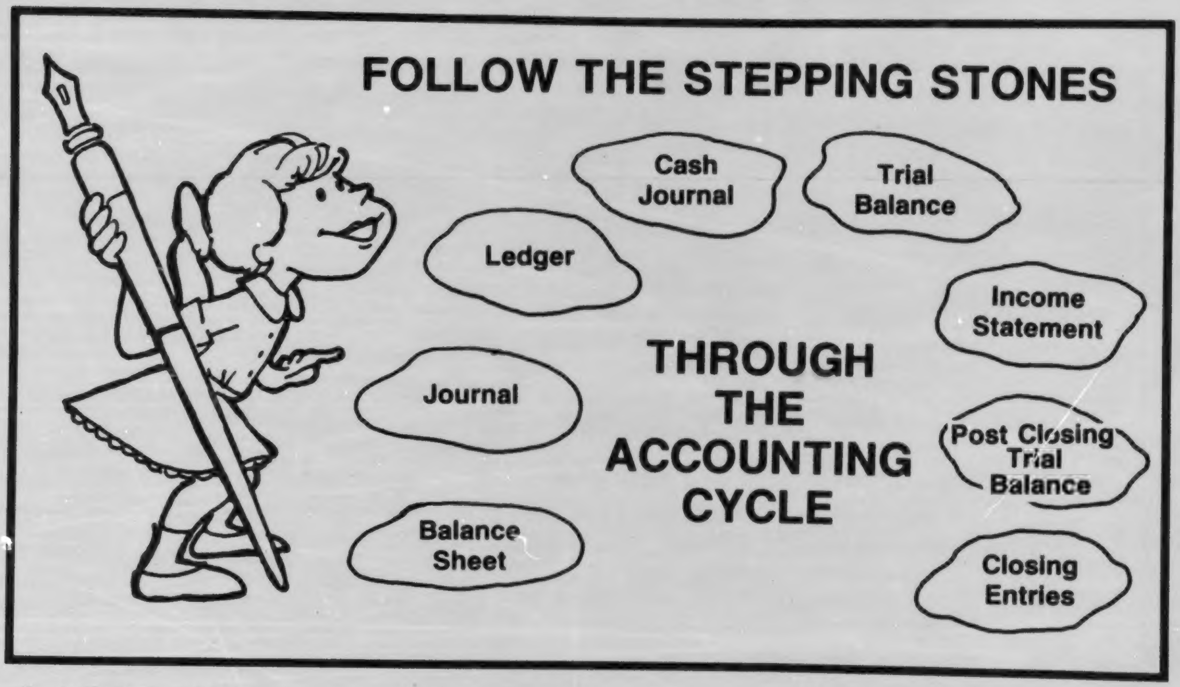
General Instructions:

1. Make the train and first car black. Make second car brown and back car red.
2. Make the smoke from pulled cotton.
3. Place all lettering on straight pins. Use choice of colors.


BALANCE
YOUR
BOOKS
CAREFULLY
ACCOUNTING

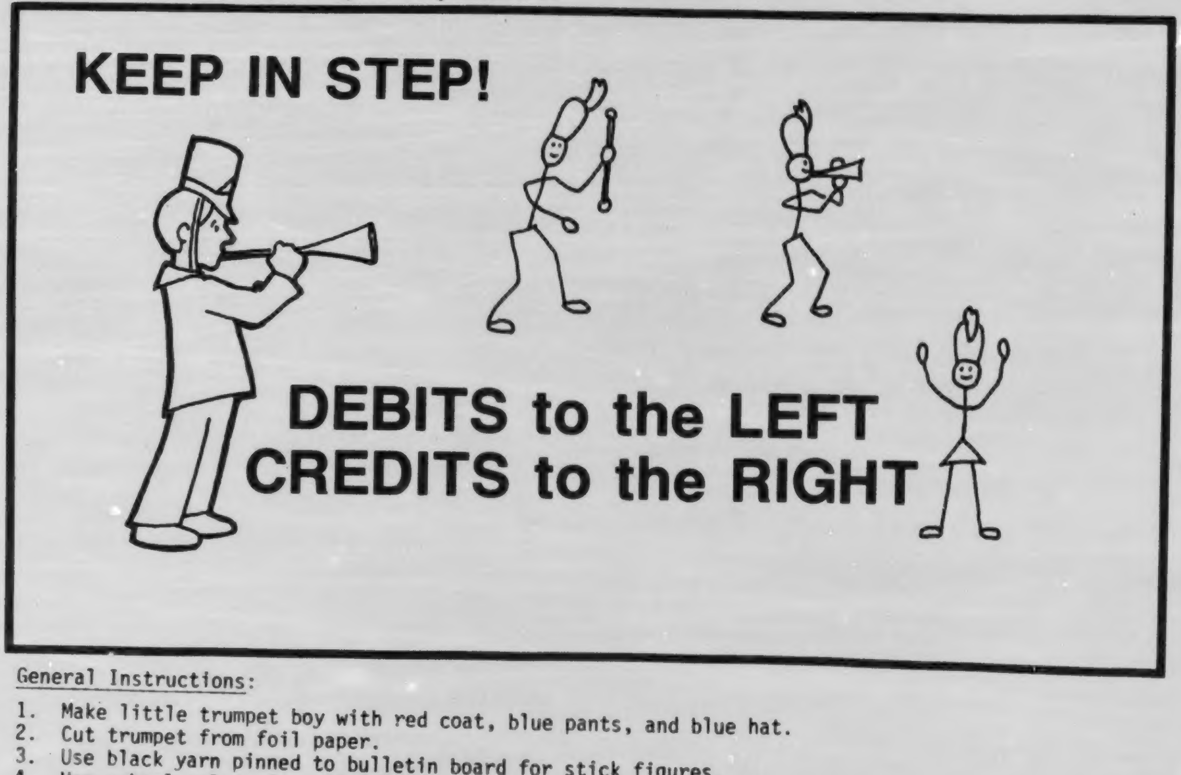
General Instructions:

1. Use the overhead projector to draw the dog.
2. All wording can be choice of color.


FOLLOW THE STEPPING STONES
Cash Journal
Trial Balance
Ledger
Income Statement
Journal
THROUGH THE ACCOUNTING CYCLE
Post Closing Trial Balance
Balance Sheet
Closing Entries

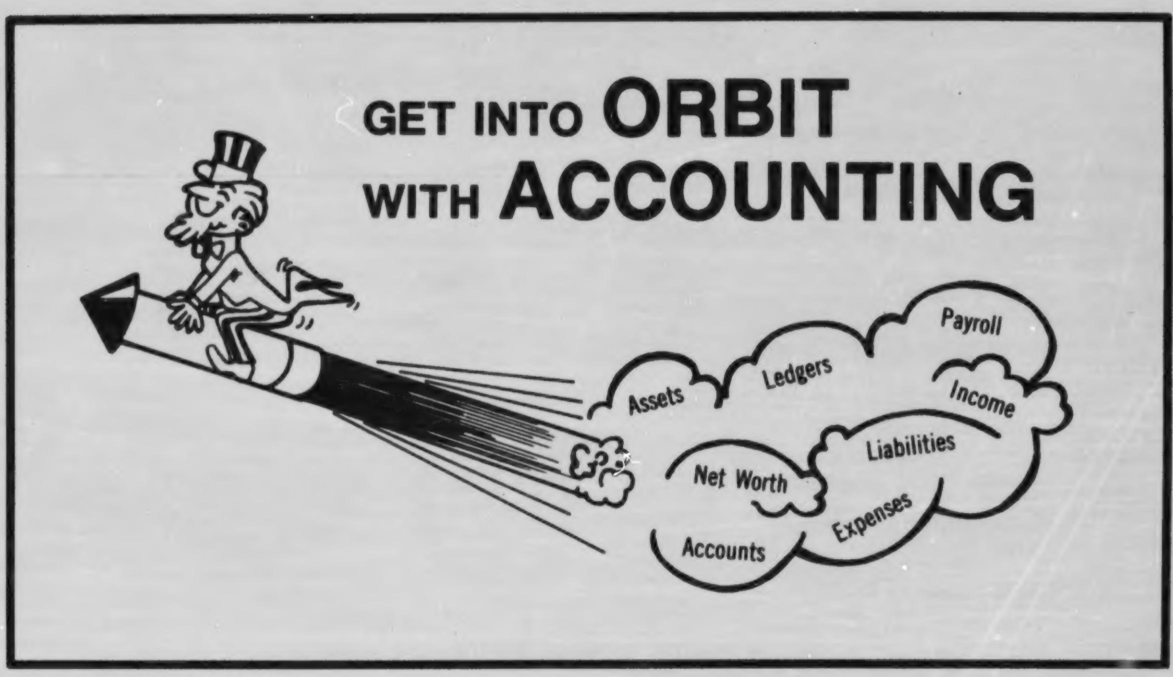
General Instructions:

1. Make stones out of gray construction paper. Letter each one with felt tip.
2. Cut little girls skirt and blouse and tack on the board.
3. Make large fountain pen from paper cylinder or cardboard.
4. Make all large lettering in bright colors.


KEEP IN STEP!
DEBITS to the LEFT
CREDITS to the RIGHT

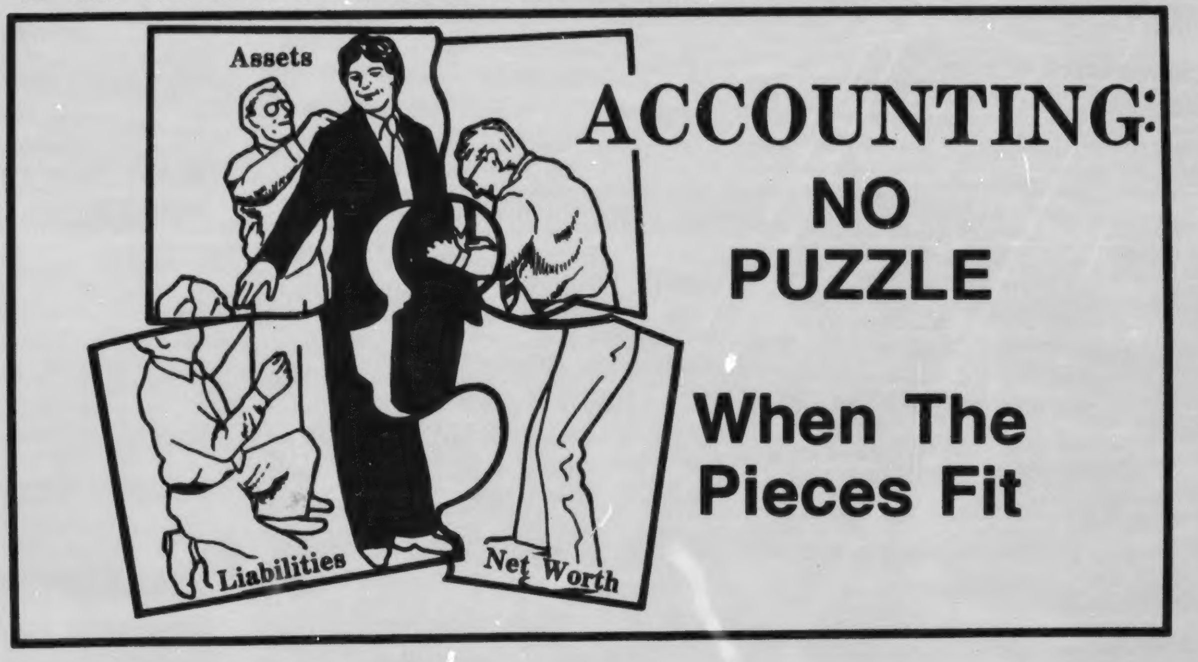
General Instructions:

1. Make little trumpet boy with red coat, blue pants, and blue hat.
2. Cut trumpet from foil paper.
3. Use black yarn pinned to bulletin board for stick figures.
4. Use school colors for all words.


GET INTO ORBIT
WITH ACCOUNTING
Payroll
Ledgers
Assets
Income
Liabilities
Net Worth
Expenses
Accounts

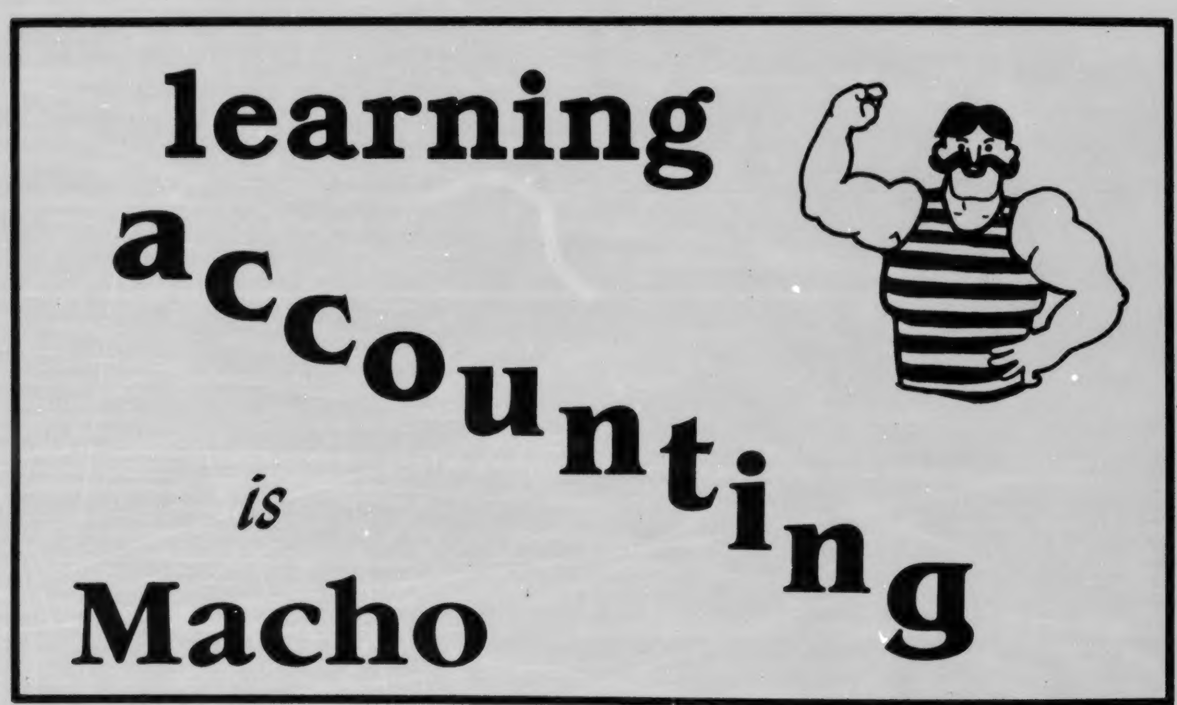
General Instructions:

1. Make Uncle Sam in patriotic colors. Make rocket red with yellow and orange yarn for the flame.
2. Crumple yellow tissue paper to use for the smoke.
3. Use black felt tip on small pieces of yellow poster paper for wording in the smoke.
4. Make "ORBIT and ACCOUNTING" red, the words, "GET, INTO, and WITH" in blue.


Assets
ACCOUNTING:
NO
PUZZLE
When The
Pieces Fit
Liabilities
Net Worth

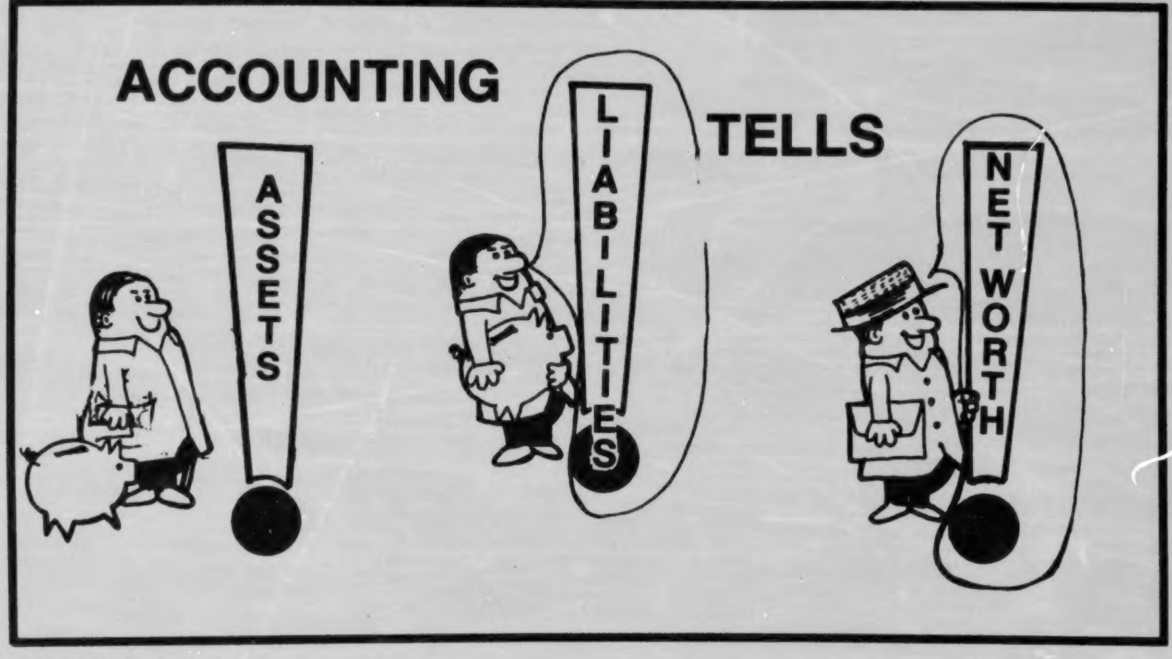
General Instructions:

1. Draw large picture on butcher paper of subjects suggested in example.
2. Cut paper into four puzzle pieces. Tack each piece separately on the bulletin board as suggested in the example.
3. Use color of choice in lettering.


learning
accounting
is
Macho

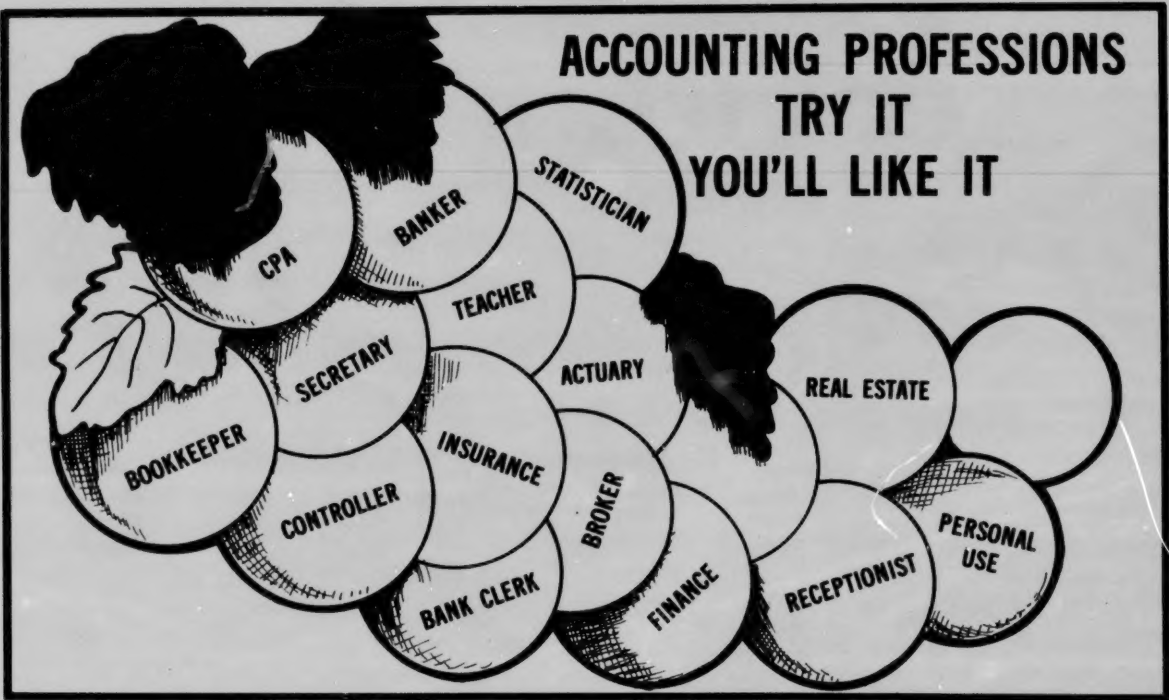
General Instructions:

1. Cut out letters from magazines or newspapers.
2. Other titles for board could include any business subject.
3. Use yarn for mustache and hair. Use striped material or felt marker for shirt.


ACCOUNTING
TELLS
ASSETS
LIABILITIES
NET WORTH

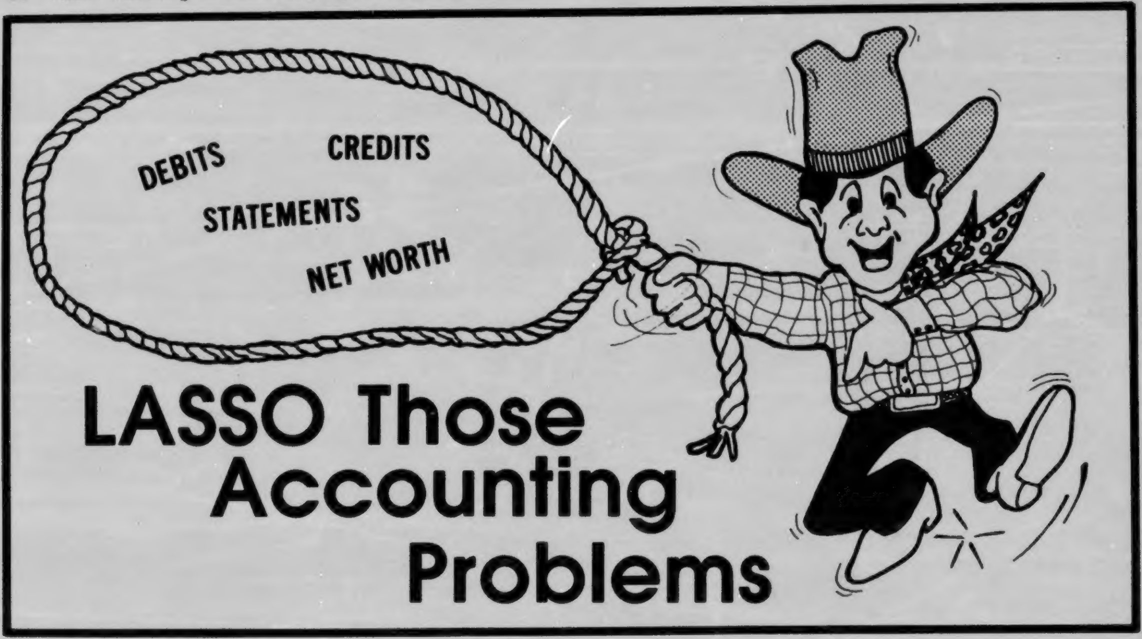
General Instructions:

1. Make bright red exclamation marks with yellow letters.
2. Reproduce men and piggy banks from poster paper.
3. Make "ACCOUNTING TELLS" in dark color.


ACCOUNTING PROFESSIONS
TRY IT
YOU'LL LIKE IT
CPA
BANKER
STATISTICIAN
TEACHER
SECRETARY
ACTUARY
REAL ESTATE
BOOKKEEPER
INSURANCE
CONTROLLER
BROKER
PERSONAL USE
RECEPTIONIST
BANK CLERK
FINANCE

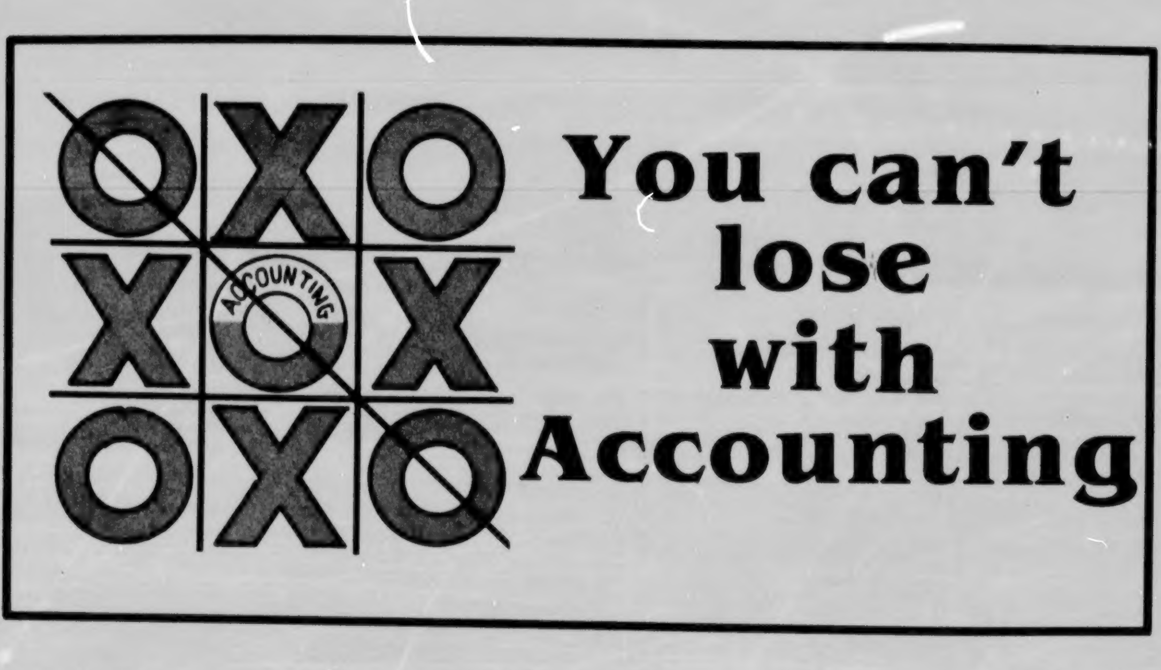
General Instructions:

1. Draw large circles from purple tissue paper. Use large green leaves made of green tissue paper.
2. Place all wording on white poster paper. Tack on to each grape.
3. Make heading a contrasting color.


DEBITS
CREDITS
STATEMENTS
NET WORTH
LASSO Those Accounting Problems

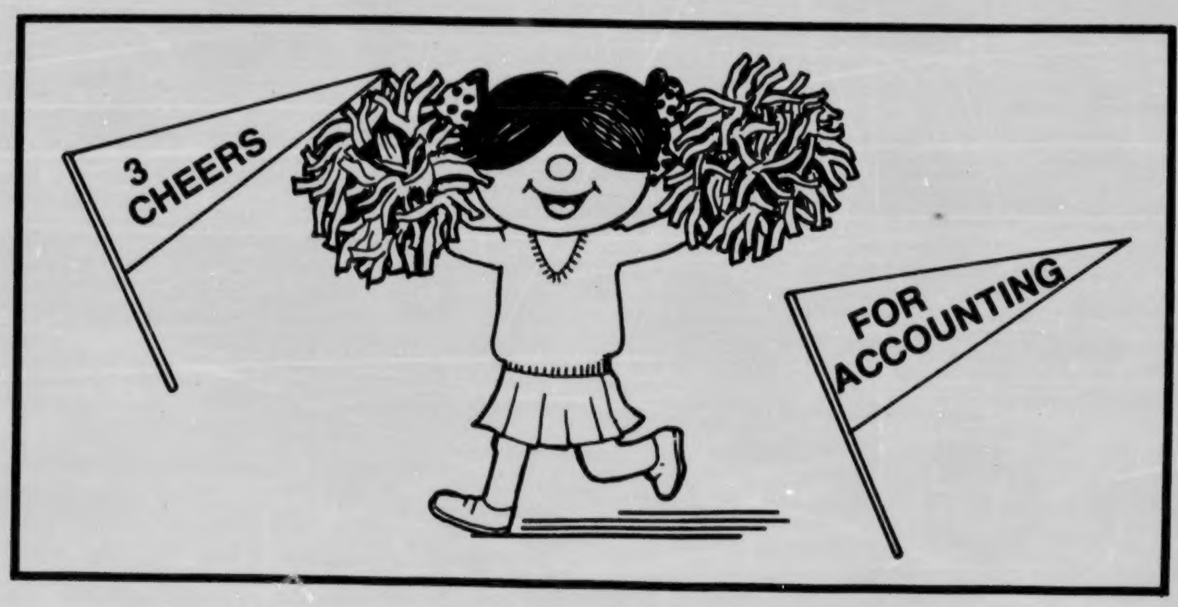
General Instructions:

1. Use a real rope and tack on the board.
2. Use children's clothing stuffed with rags for the cowboy.
3. Use poster paper for the head, hat, hands, and boots.
4. Make all lettering brown.


ACCOUNTING
You can't lose with Accounting

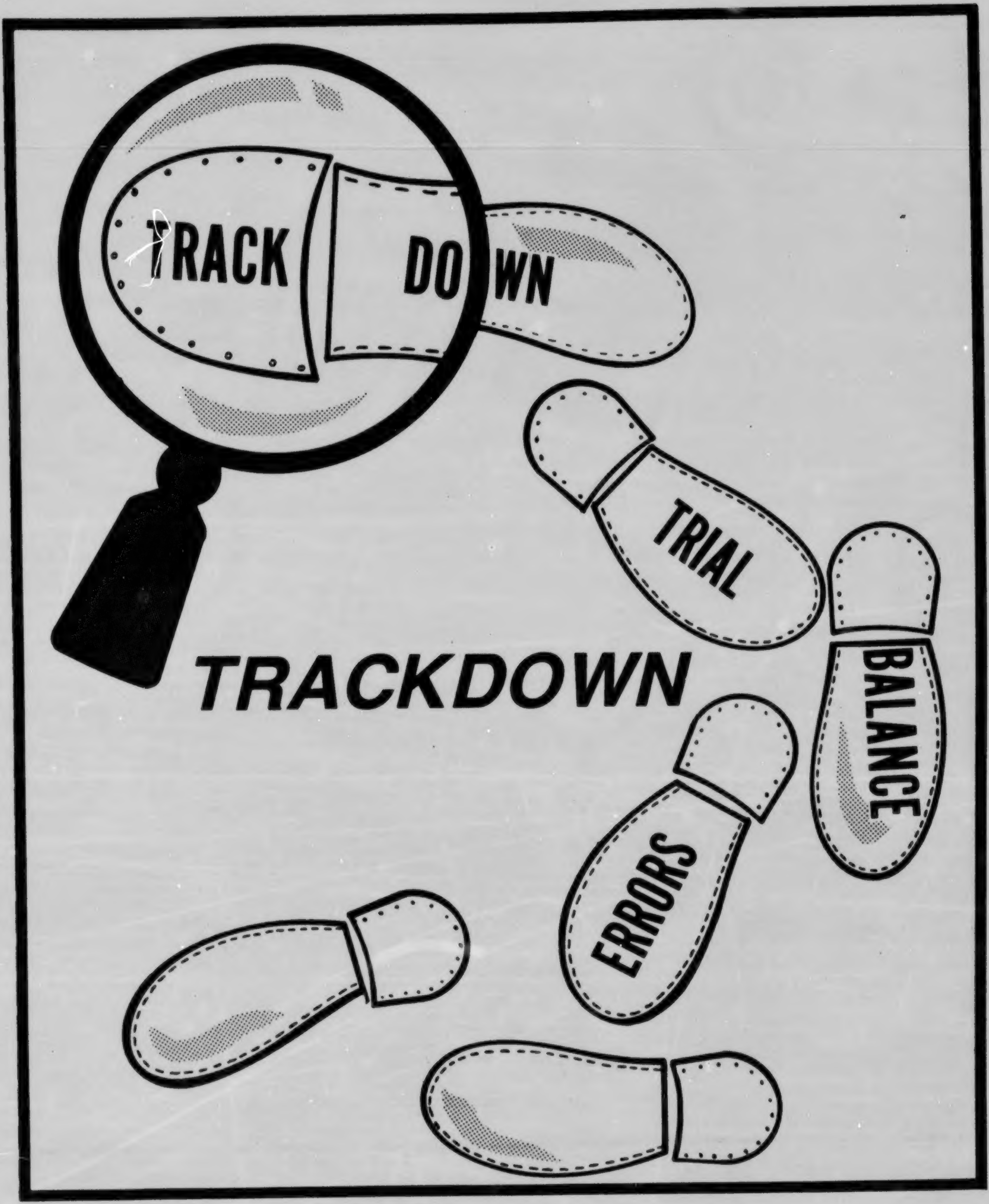
General Instructions:

1. Make tic tac dough in black and white.
2. Make lettering school colors.


3 CHEERS
FOR ACCOUNTING

General Instructions:

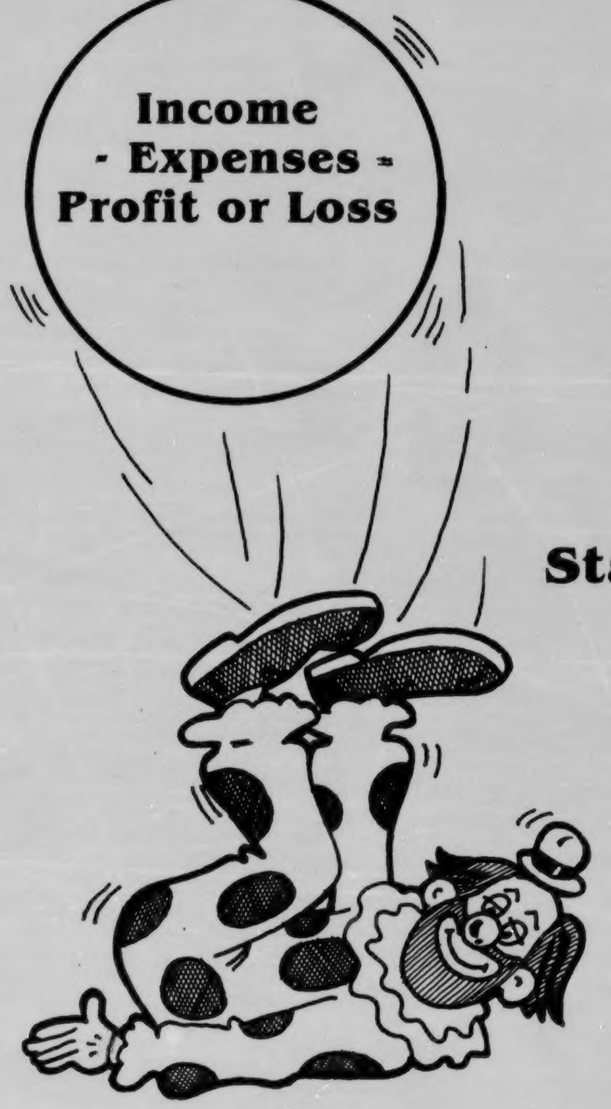
1. Use school colors on penants, uniform, and pom poms.


TRACK
DOWN
TRIAL
BALANCE
TRACKDOWN
ERRORS

General Instructions:

1. Use brown soles and black heels for footprints.
2. Use black poster paper for magnifying glass rim. Glue clear cellophane or clear plastic to the underside of the rim for the glass.
3. Make lettering in tans on the shoes and school colors for the word trackdown.

STOP CLOWNING!



**Balance
The
Income
Statement**

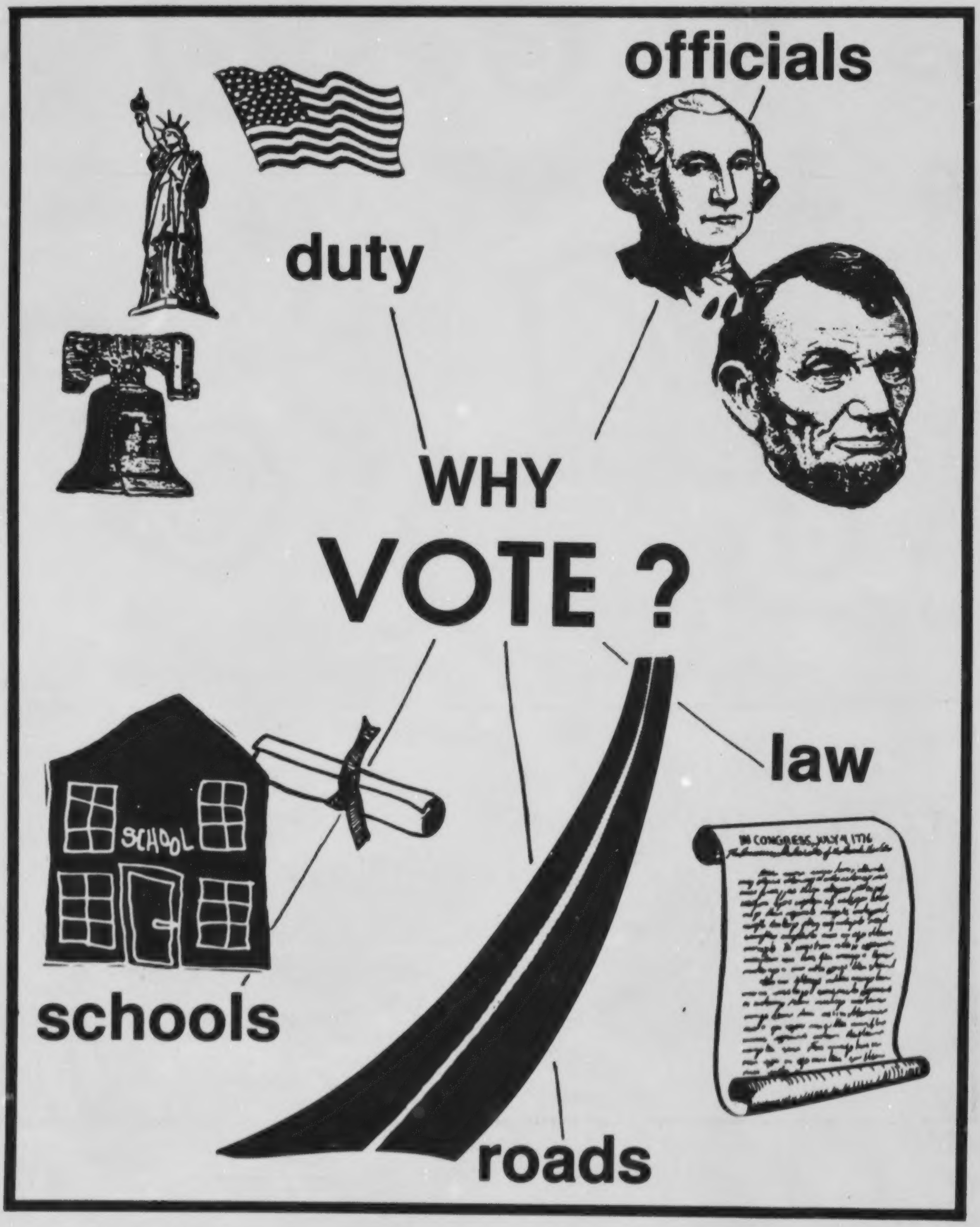
General Instructions:

1. Use old material of bright color to make the clownsuit. Make white collar from old material. Use orange yarn for hair and old white yarn for hand.
2. Use a big balloon for ball.
3. Use a felt tip to do the lettering on balloon.
4. Use bright orange for lettering.
5. The background can be a medium blue.

NOTES

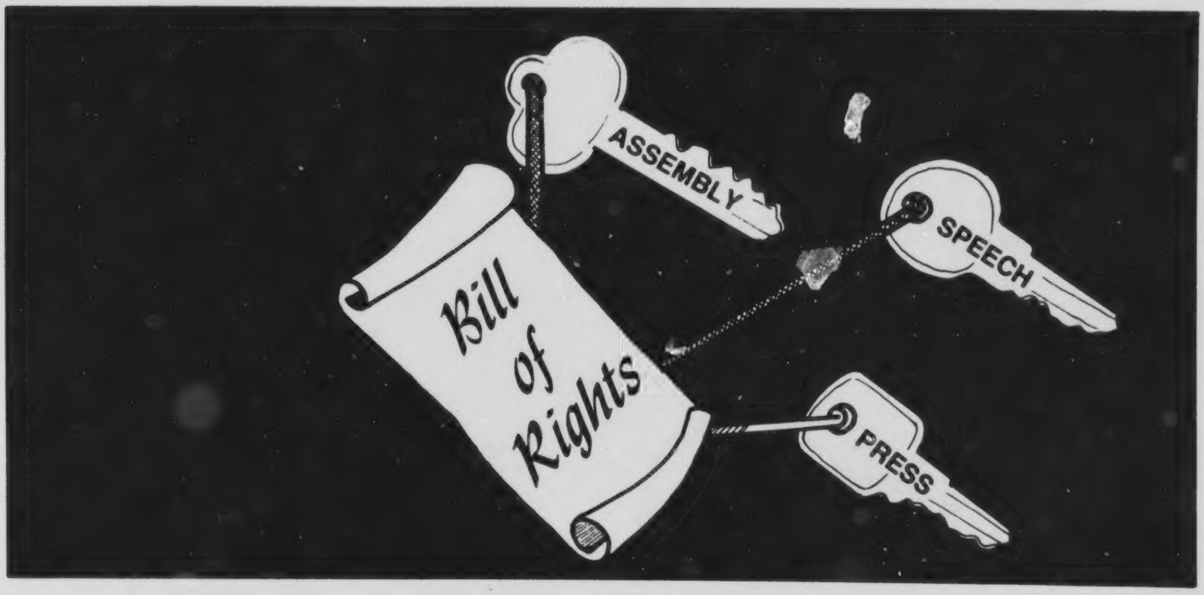
37

Business Law


officials
duty
WHY
VOTE ?
law
SCHOOL
IN CONGRESS, JULY 4 1776
schools
roads

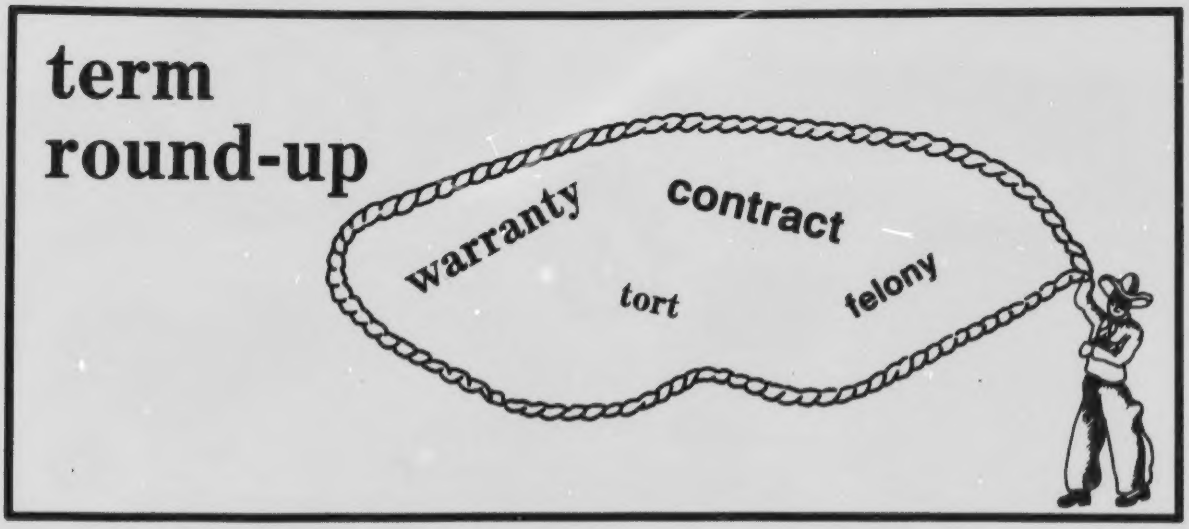
General Instructions:

1. Cut out letters for "Why Vote".
2. Find pictures of why people vote and place on bulletin board with caption beside picture.
3. Other ideas may be substituted.


ASSEMBLY
SPEECH
PRESS
Bill of Rights

General Instructions:

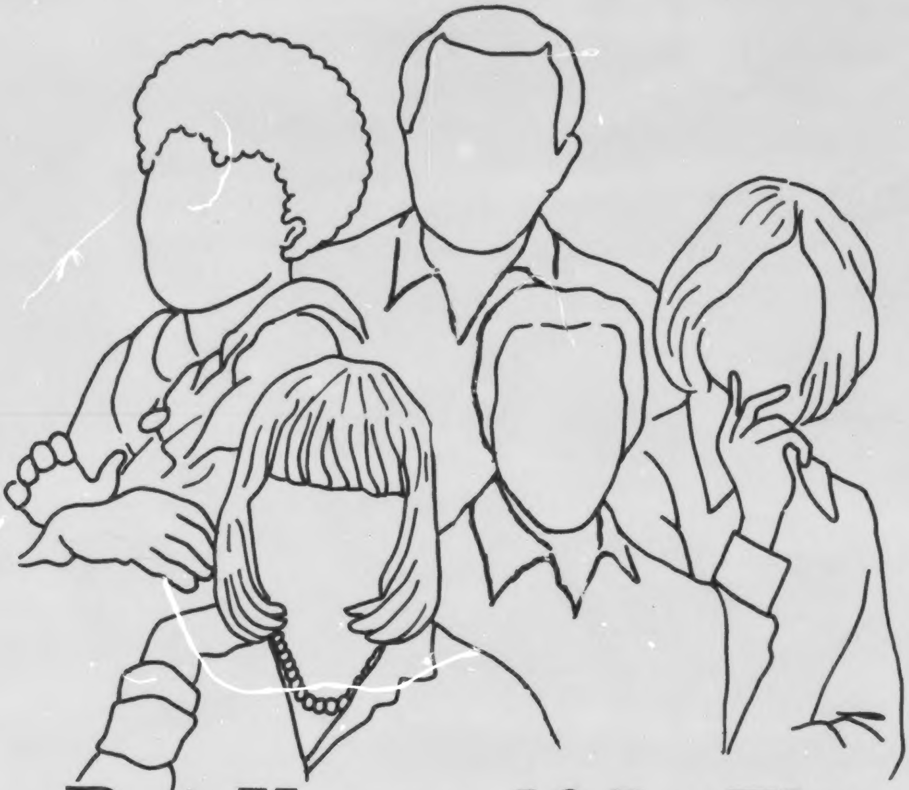
1. Place letters on the board that will say "Keys to Freedom".
2. Cut out scroll and write "Bill of Rights".
3. Find pictures of keys or draw keys.
4. Write on keys: Assembly, Speech, Press.
5. Use string to attach keys to scroll.


term
round-up
warranty
contract
tort
felony

General Instructions:

1. Cut letters for "Term Round-Up" and place on bulletin board.
2. Find a picture of a cowboy.
3. Use string or yarn for rope.
4. Place business law terms inside lasso.

YOU AND THE LAW

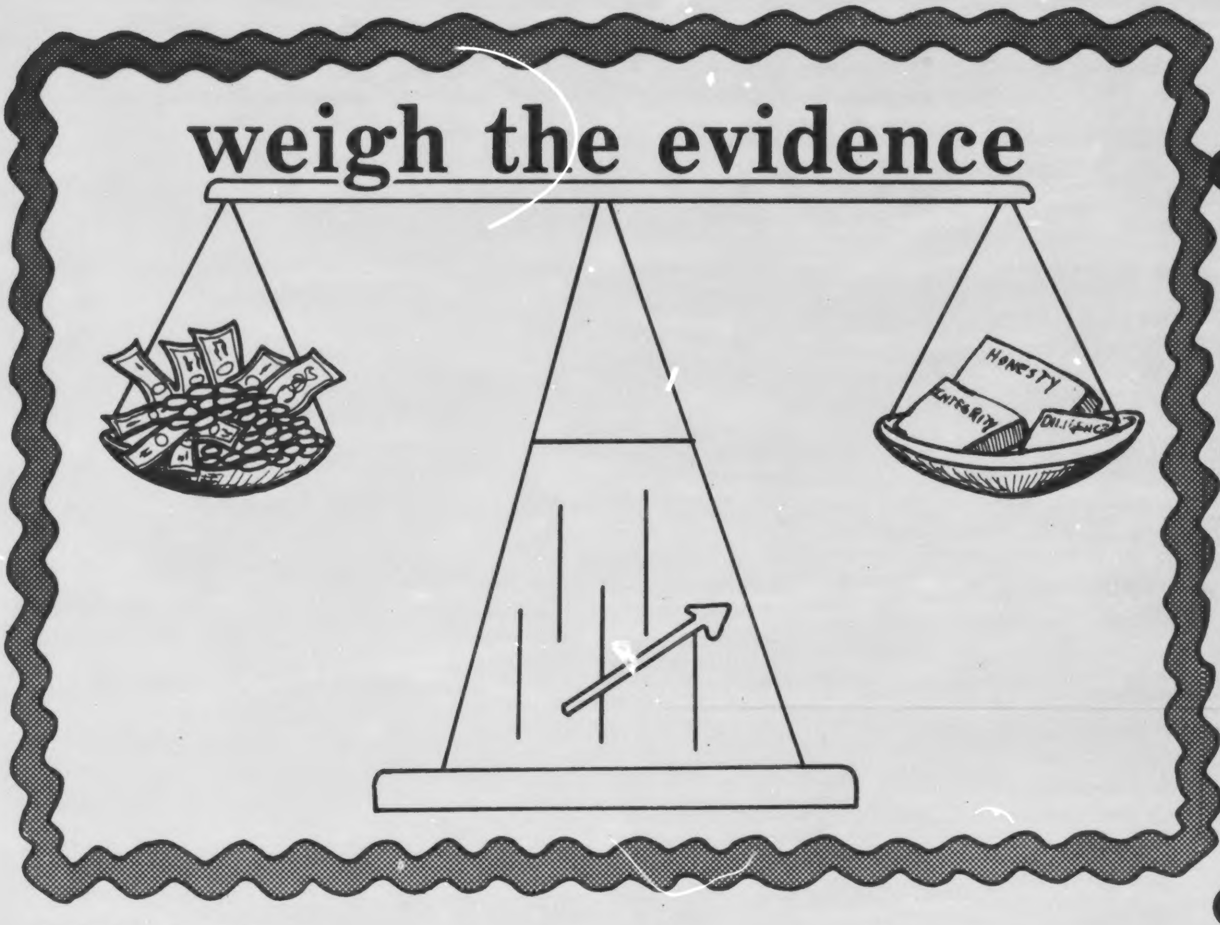


Put Yourself In The Picture

enroll in business law TODAY

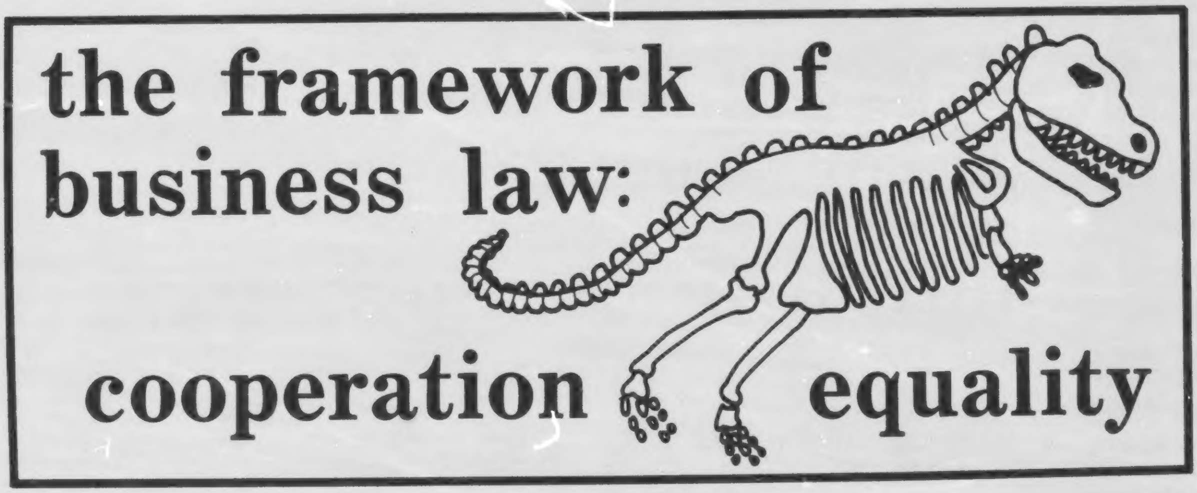
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared letters.
2. May place mirror or reflective material in faces of people (optional).


weigh the evidence
HONESTY
INTEGRITY
DILIGENCE

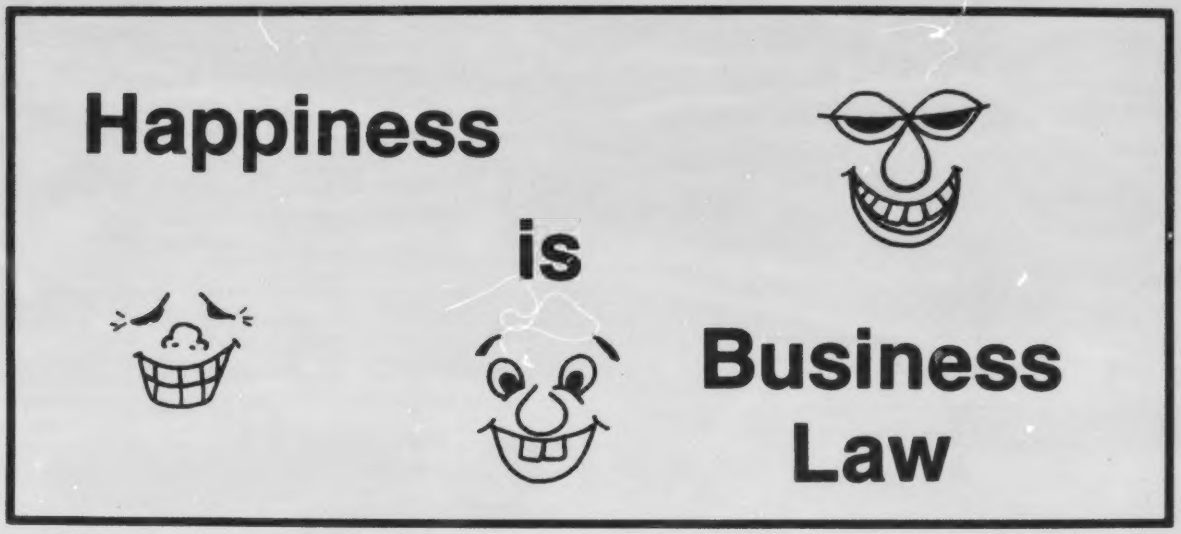
General Instructions:

1. Cut out letters from newspapers or magazines or use prepared letters.
2. Locate a picture of a scale.


the framework of business law:
cooperation
equality

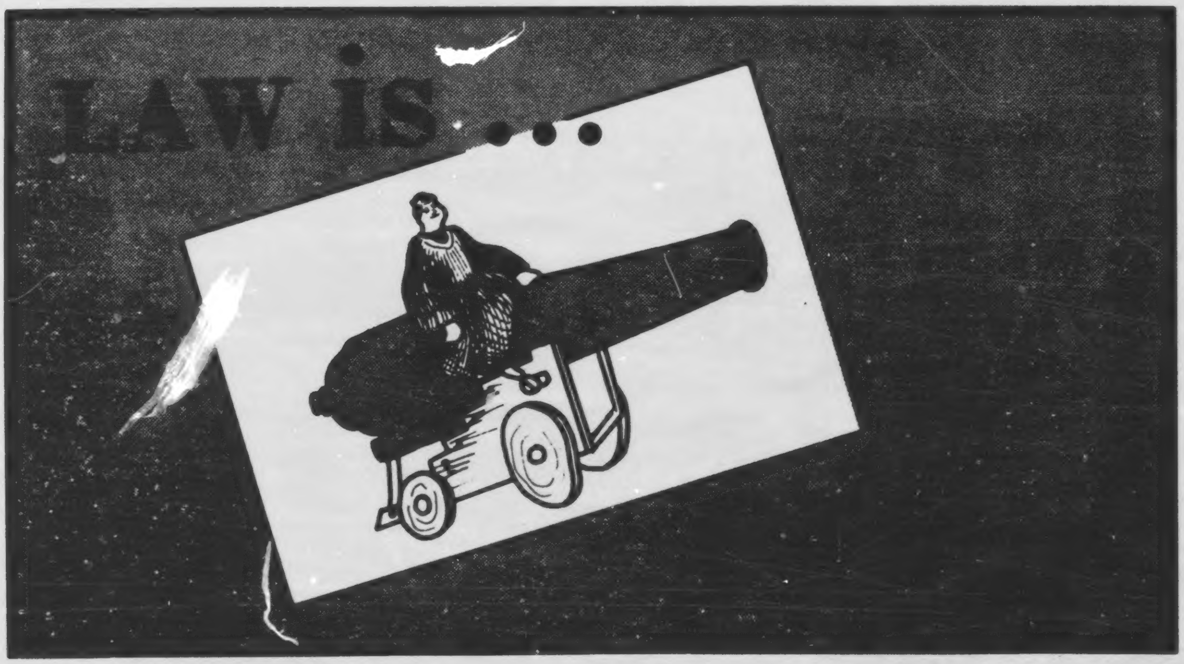
General Instructions:

1. Cut letters from newspapers or magazines.
2. Locate a picture of a skeleton.
3. May use different legal terms.


Happiness
is
Business
Law

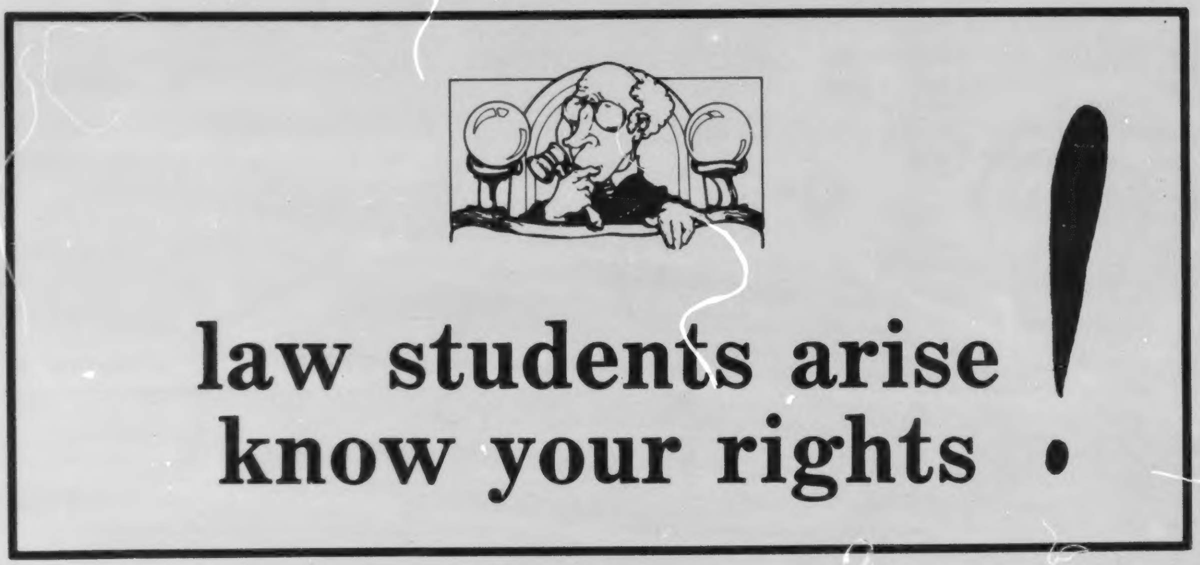
General Instructions:

1. Cut letters from magazines or newspapers.
2. Use hand-drawn happy faces.



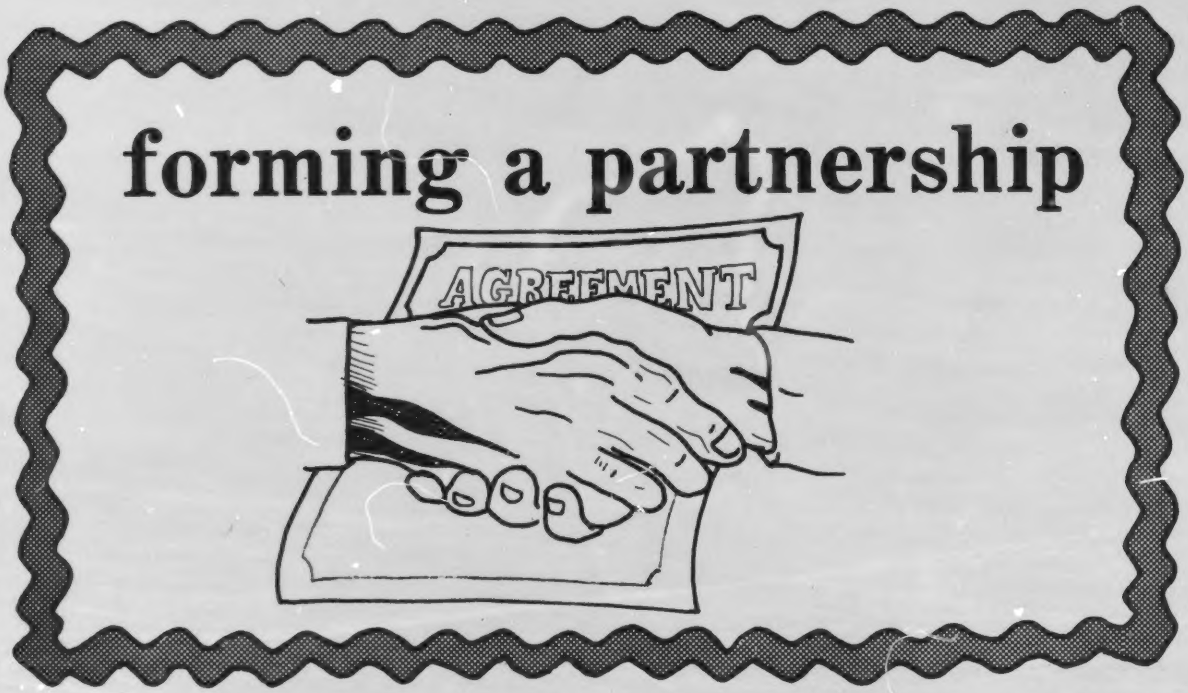
General Instructions:

1. Cut letters from magazines or newspapers.
2. Find a picture designating power.


law students arise
know your rights !

General Instructions:

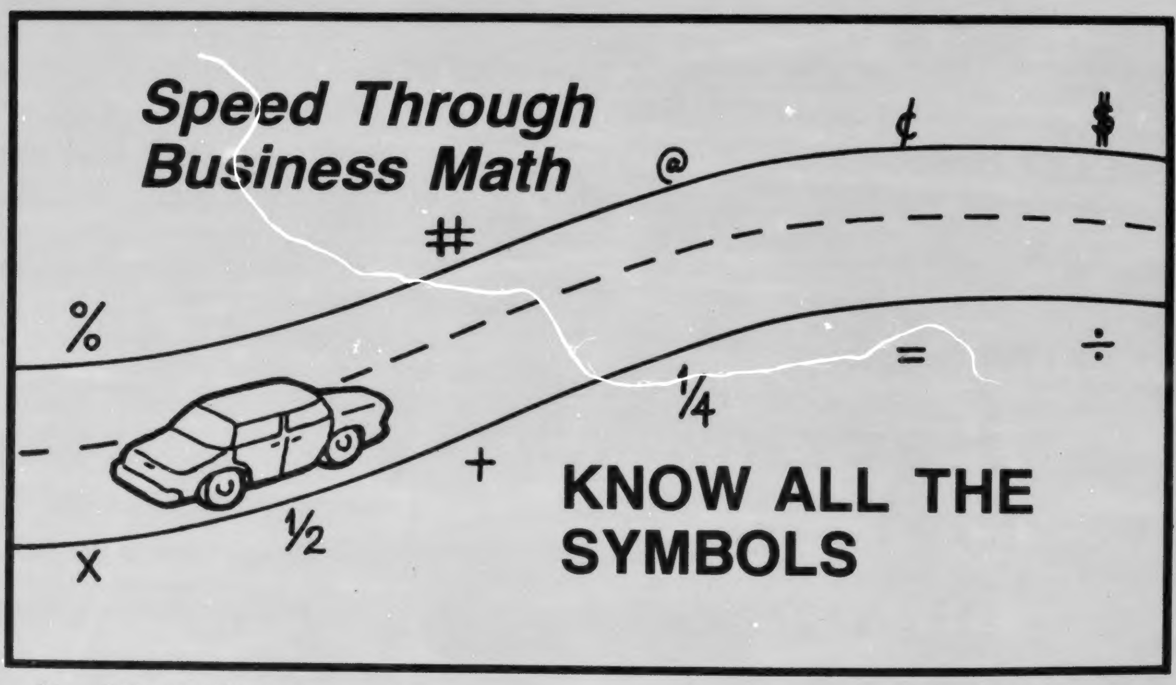
1. Cut out letters from newspapers or magazines or use prepared letters.
2. Locate a picture of a judge.


forming a partnership
AGREEMENT

General Instructions:

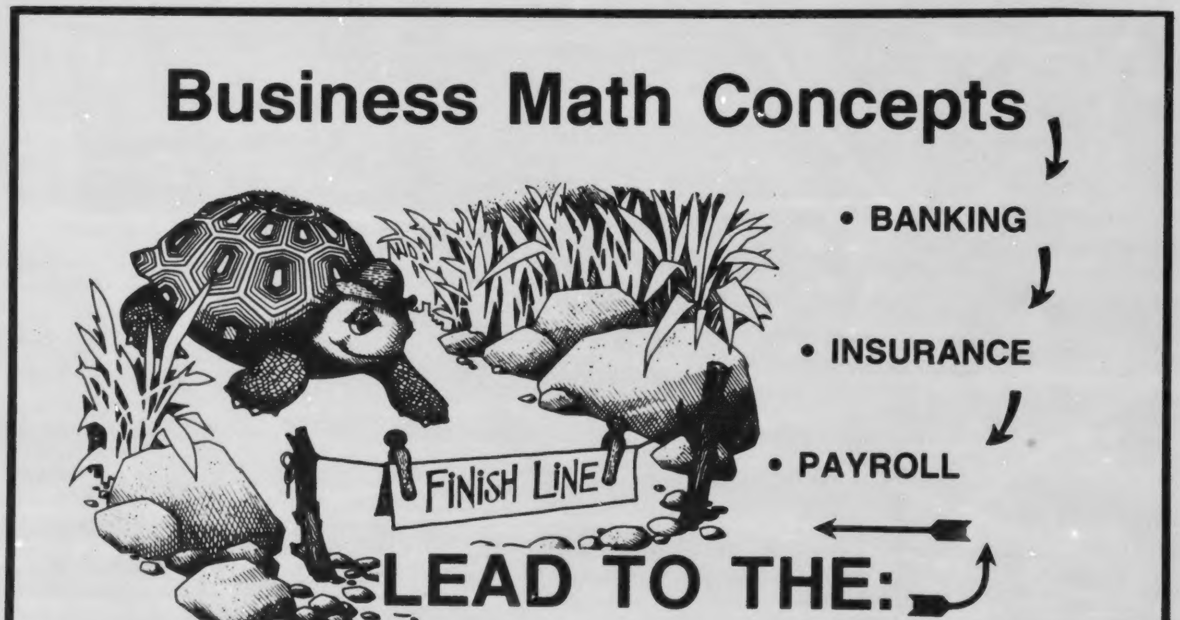
1. Cut out letters from newspapers or magazines or use prepared letters.
2. Locate a picture of a handshake.
3. Use border of your choice.

Business Math


Speed Through Business Math
@
¢
$
#
%
=
÷
¼
+
½
x
KNOW ALL THE SYMBOLS

General Instructions:

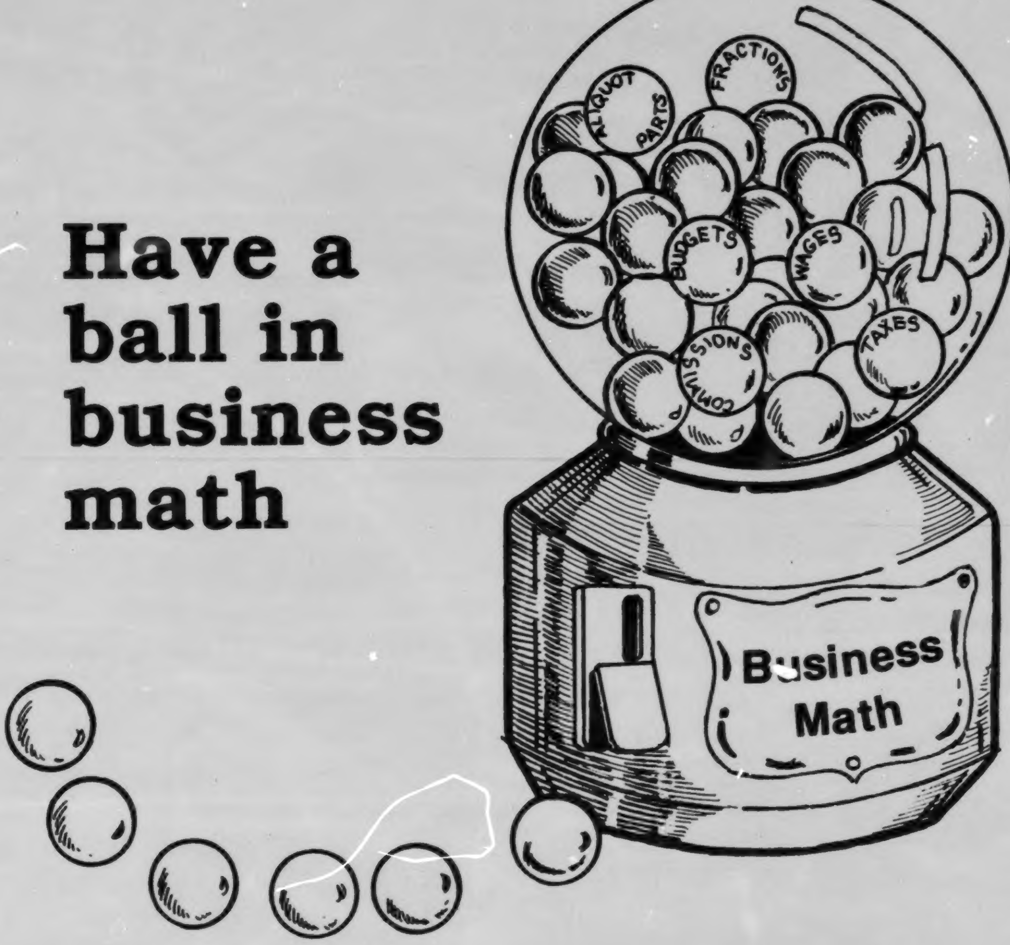
1. Cut out letters or hand script.
2. Cut out symbols from black paper. Cut highway from gray paper.
3. Make bright yellow hash marks in middle of highway.
4. Cut out brightly colored cars from magazines or brochures.


Business Math Concepts
• BANKING
• INSURANCE
• PAYROLL
FINISH LINE
LEAD TO THE:

General Instructions:

1. Cut out letters or hand script.
2. Use bright green construction paper for plants.
3. Use overhead projector to draw picture of turtle.
4. Tack two sticks and tie cord on each, hang finish line card from cord.

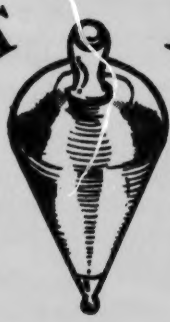
Have a ball in business math


ALIQUOT PARTS
FRACTIONS
BUDGETS
WAGES
COMMISSIONS
TAXES
Business Math

General Instructions:

1. Cut out letters or hand script.
2. Cut out large gumball machine from construction paper. Cut out gumballs from brightly colored paper.
3. Gumballs with lettering can be made of small styrofoam balls.

YOU CAN'T



A CAREER

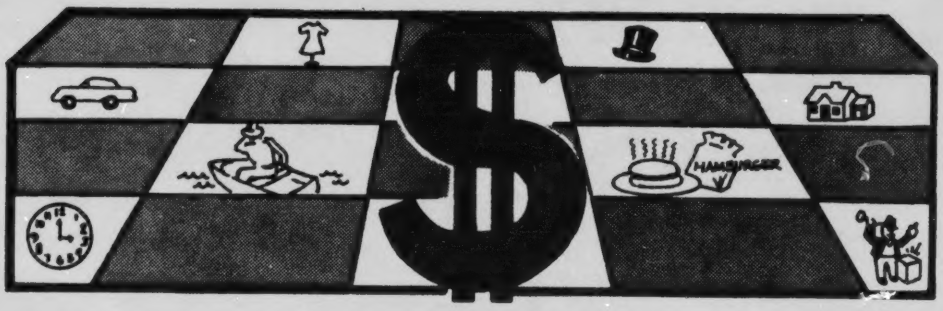
IN BUSINESS MATH

General Instructions:

1. Cut letters out of magazines or newspapers or use prepared lettering.
2. Cut out or draw a top.

LEARN TO

BUDGET



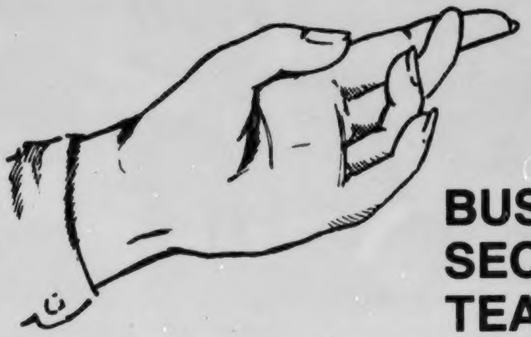
TAKE

BUSINESS MATH

General Instructions:

1. Use red and black construction paper for checkerboard.
2. Cut out small pictures from magazines (colored).
3. Make a dollar sign from gold foil.

BUSINESS MATH **Puts Opportunity At Your Fingertips**



BUSINESS MANAGEMENT
SECRETARIAL
TEACHING

General Instructions:

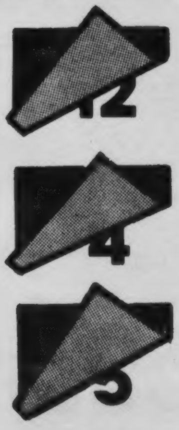
1. Cut letters from magazines or newspapers or use prepared lettering.
2. Draw or cut out a picture of a hand.

Be A Whiz Answer The Quiz

3 x 4 =

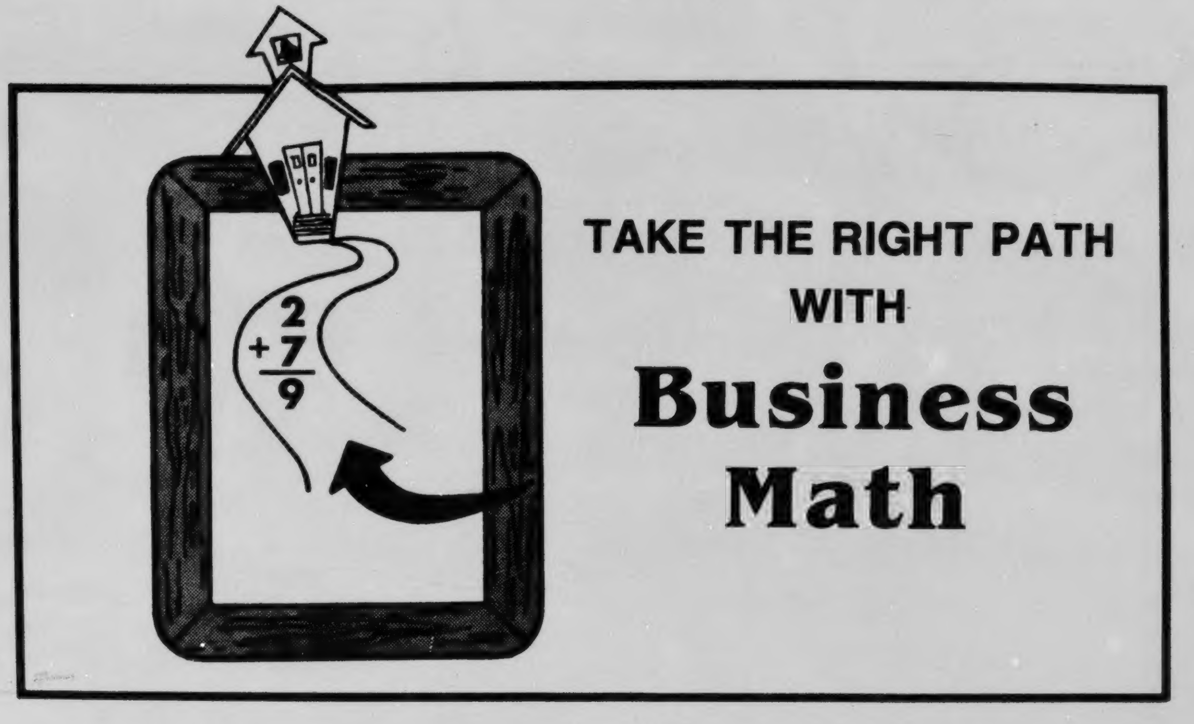
6 x .09 =

.35 is ____%



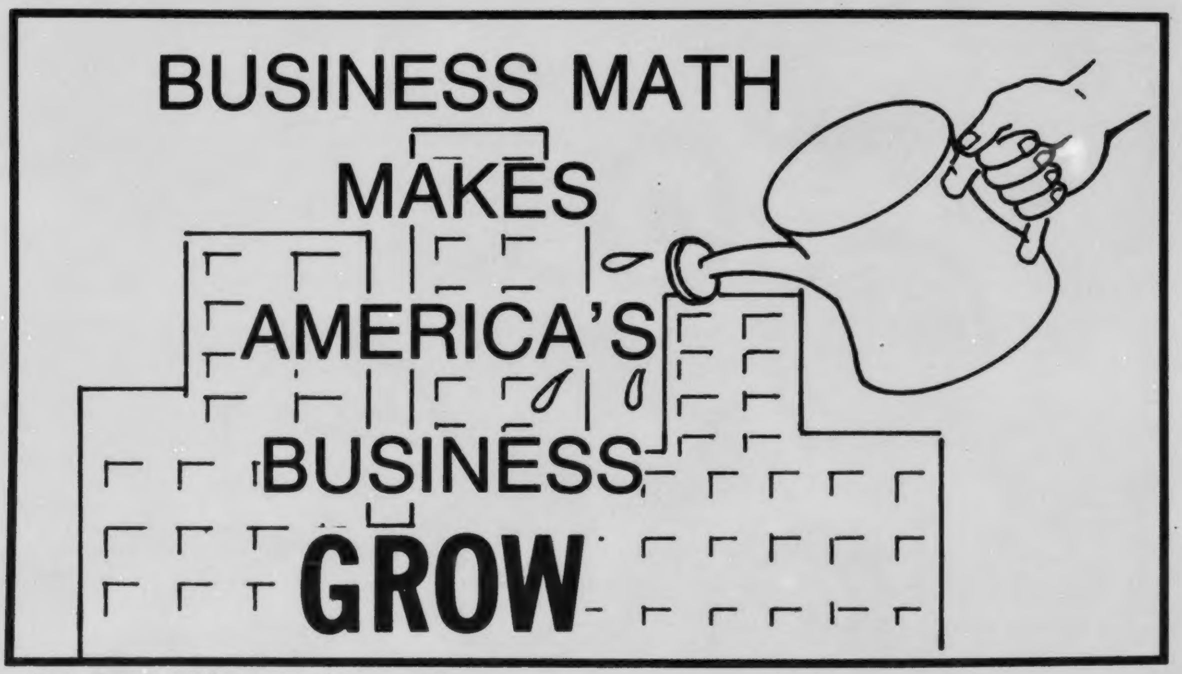
General Instructions:

1. Cut letters from magazines or newspapers or use prepared lettering.
2. Set bulletin board design in the form of a quiz.


TAKE THE RIGHT PATH
WITH
Business
Math
2
+7
9

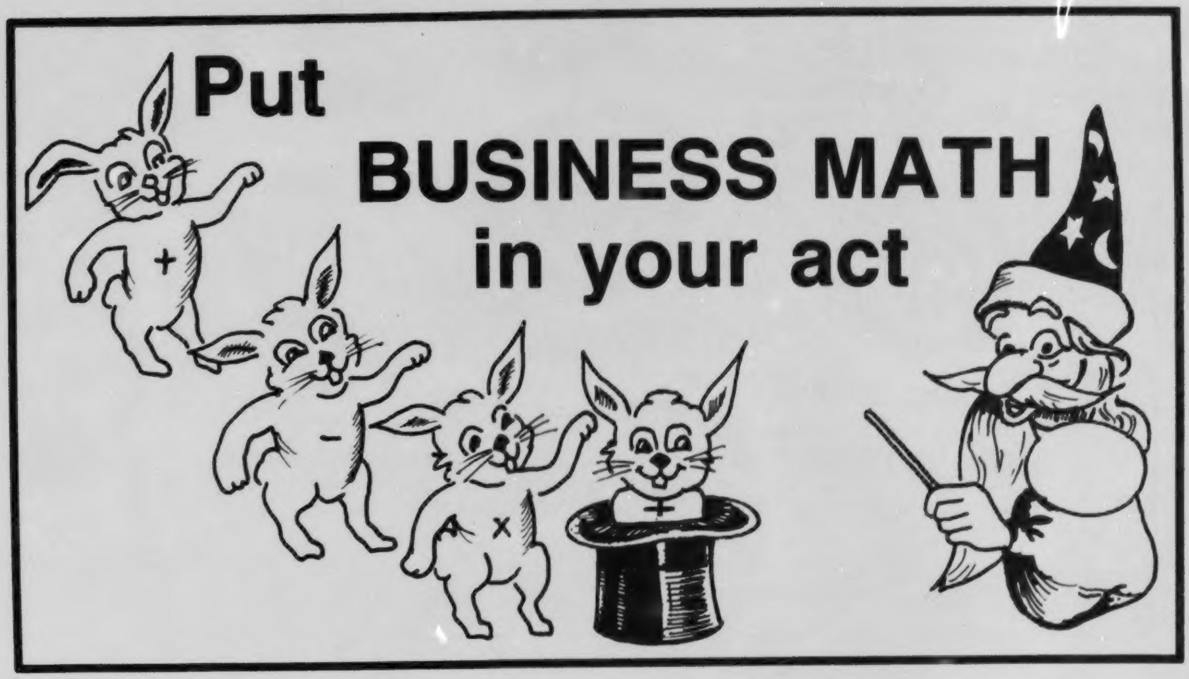
General Instructions:

1. Cut letters out of magazines or newspapers or use prepared lettering.
2. Either draw a chalkboard or use a real one.


BUSINESS MATH
MAKES
AMERICA'S
BUSINESS
GROW

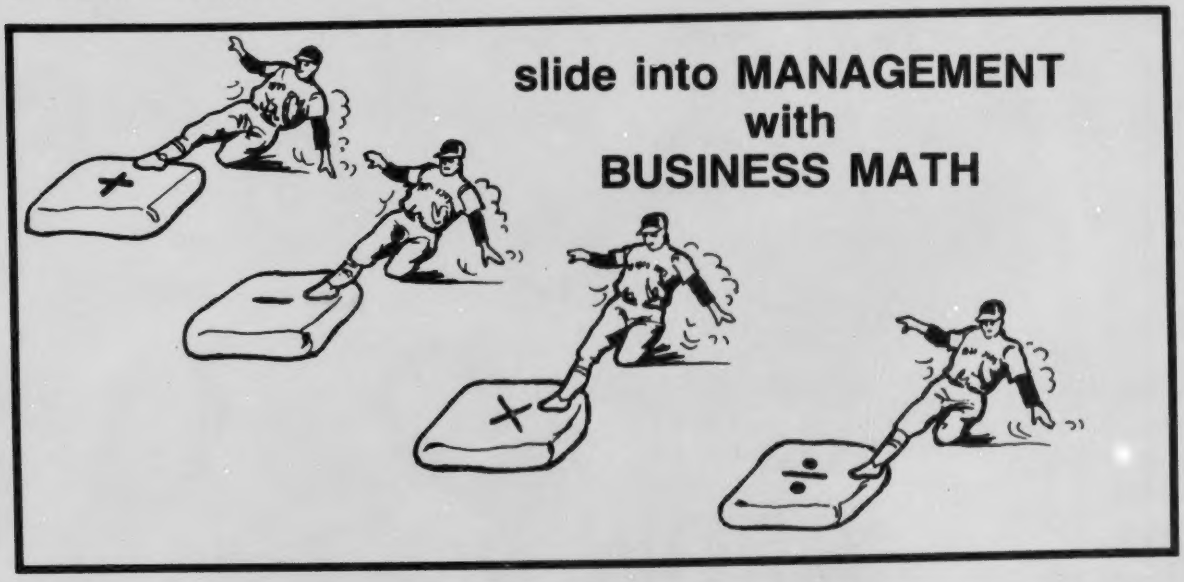
General Instructions:

1. Cut out letters or hand script.
2. Use fishing cord to tie real watering can to board.
3. Draw large buildings on construction paper.
4. Make buildings a dark color with window outlines in white paint.


Put
BUSINESS MATH
in your act
+
−
x
÷

General Instructions:

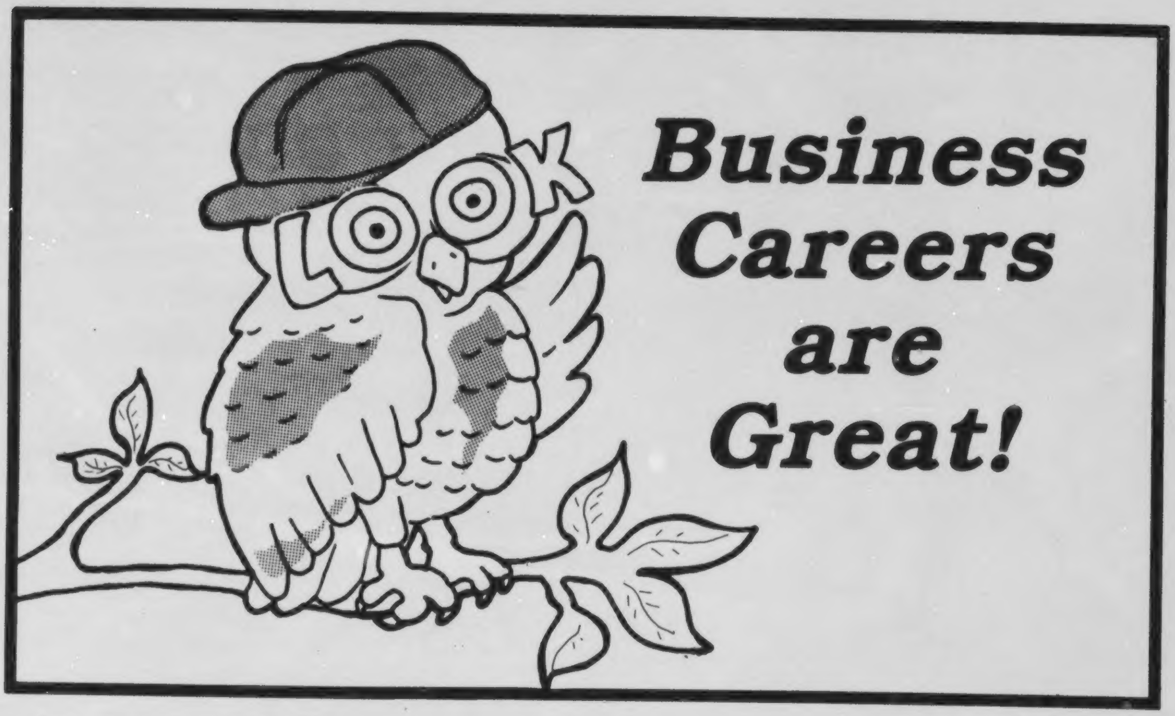
1. Cut letters out of magazines or newspapers or use prepared lettering.
2. Draw or cut out pictures of a magic act.


slide into MANAGEMENT
with
BUSINESS MATH
+
−
×
÷

General Instructions:

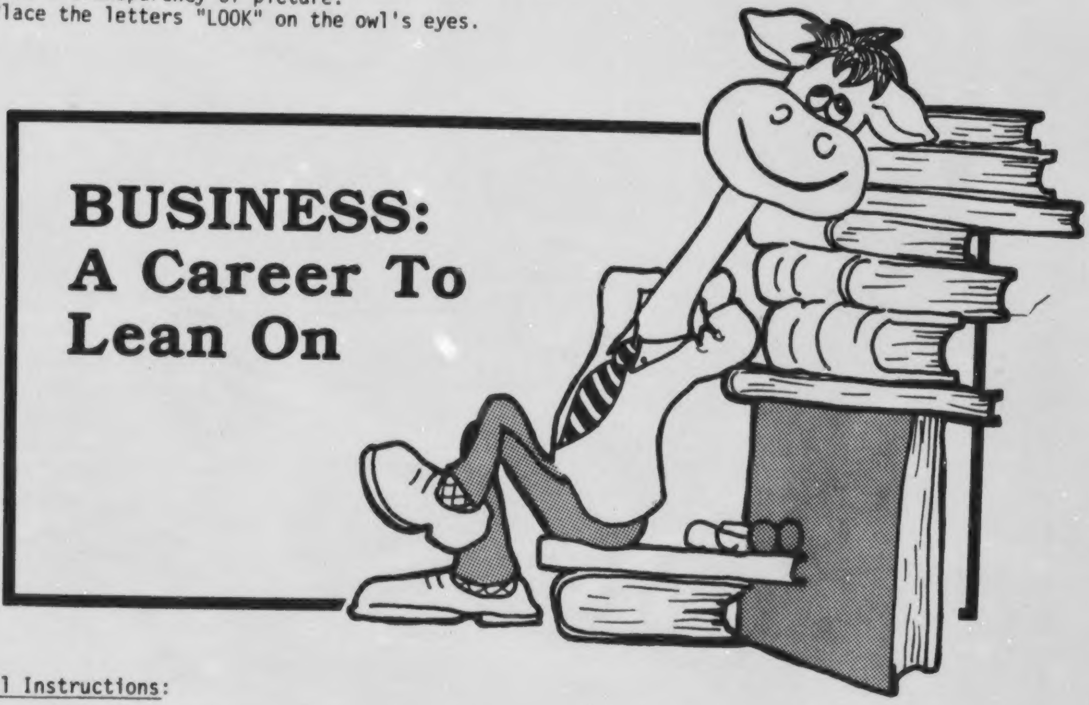
1. Cut letters out of magazines or newspapers or use prepared lettering.
2. Cut out or draw pictures of a baseball player sliding into base.
3. On the base, draw the symbols for addition, subtraction, multiplication, and division.

Careers


LOOK
Business Careers are Great!

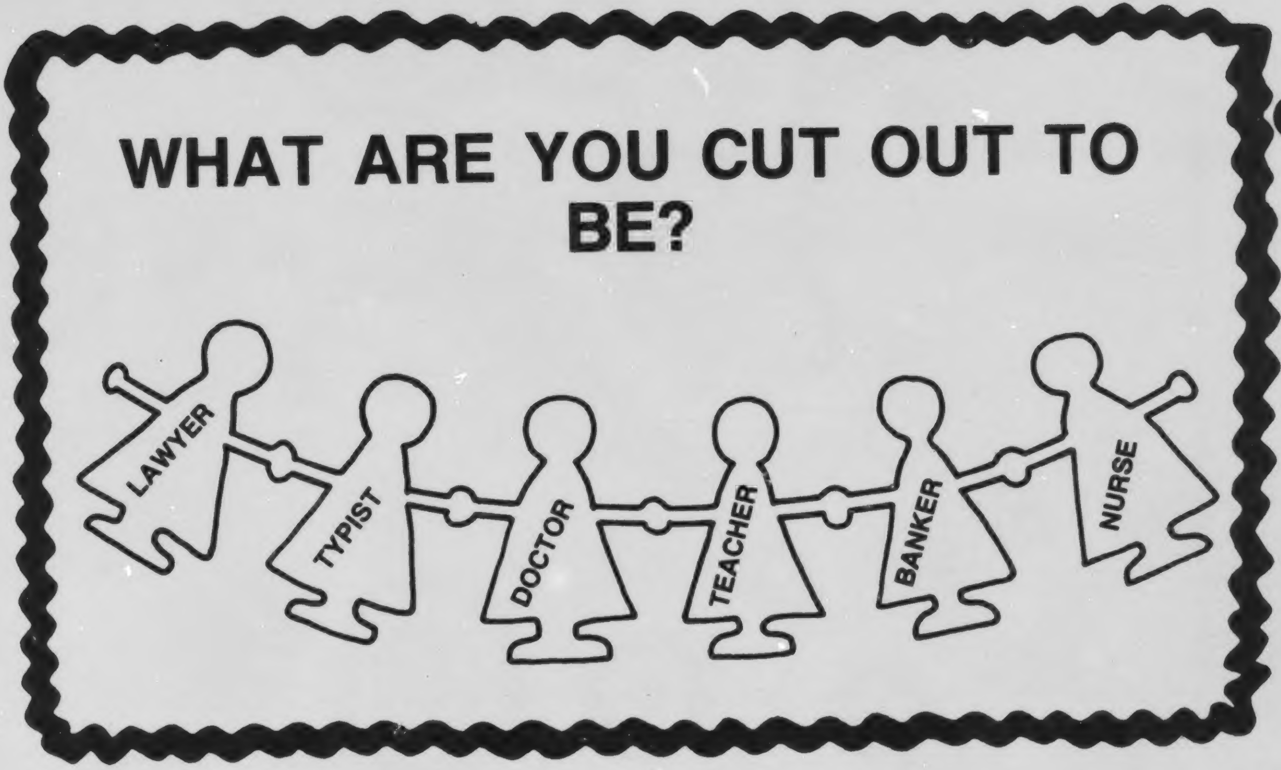
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Make a transparency of picture.
3. Place the letters "LOOK" on the owl's eyes.


BUSINESS:
A Career To
Lean On

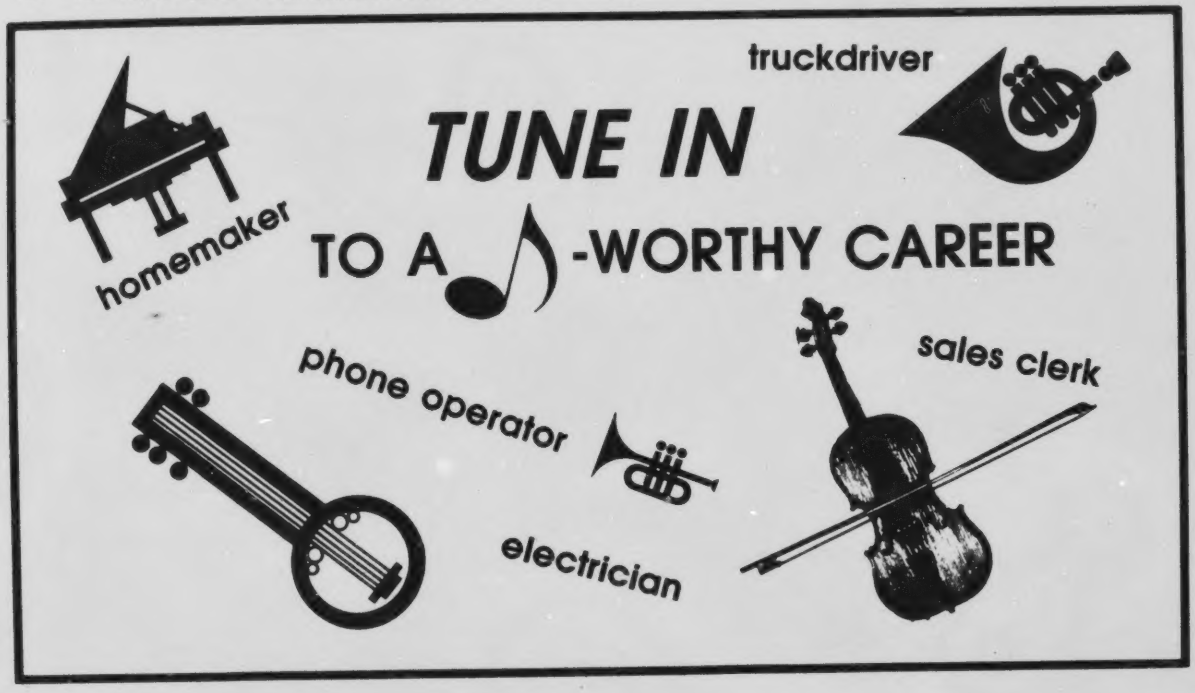
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Make a transparency of picture.


WHAT ARE YOU CUT OUT TO BE?
LAWYER
TYPIST
DOCTOR
TEACHER
BANKER
NURSE

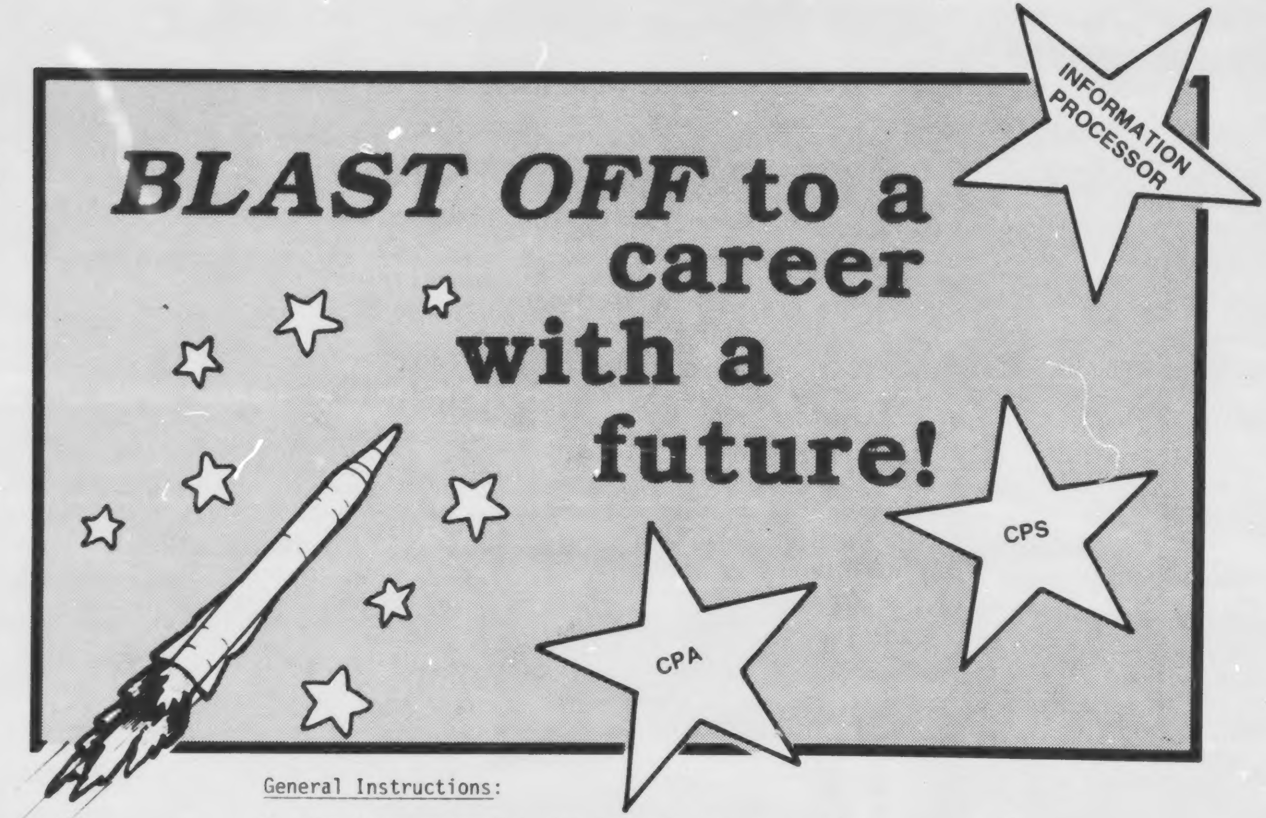
General Instructions:

1. Use background, lettering, and border of your choice.
2. Cut paper dolls from construction paper or newspaper; label with various careers.


truckdriver
TUNE IN
TO A ♪ -WORTHY CAREER
homemaker
phone operator
sales clerk
electrician

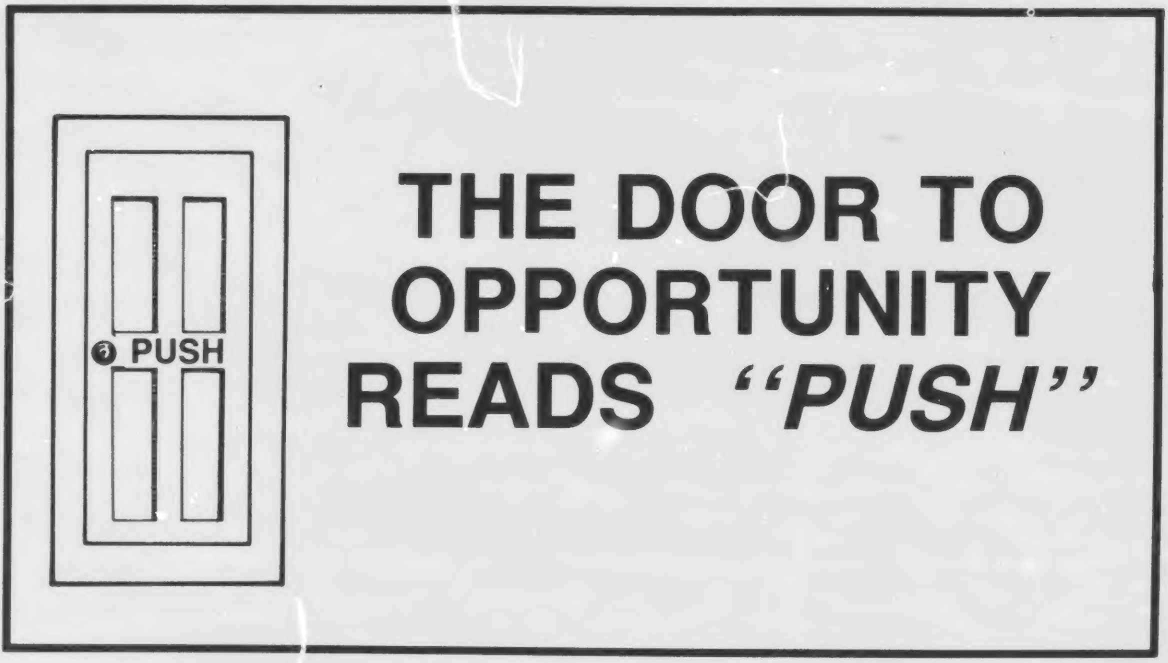
General Instructions:

1. Cut pictures of musical instruments from magazines; use overhead or opaque to enlarge instruments if necessary. Label instruments with various careers.


BLAST OFF to a career with a future!
INFORMATION PROCESSOR
CPS
CPA

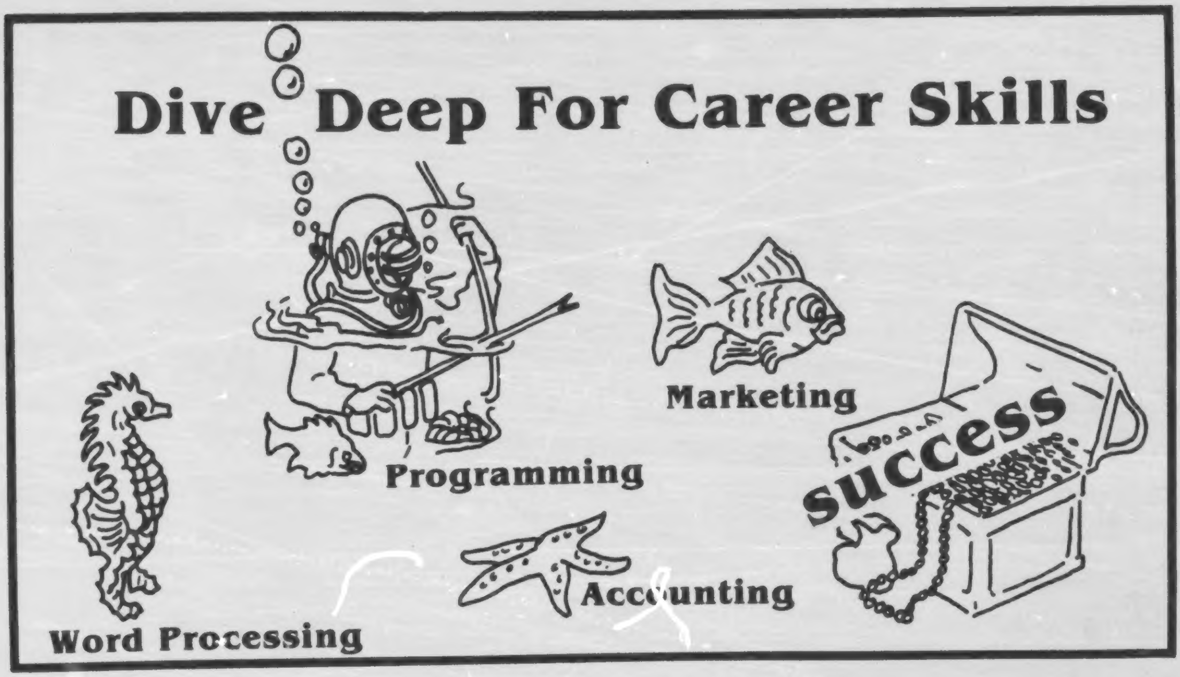
General Instructions:

1. Use blue background with lettering of your choice.
2. Let rocketship extend off board; make stars from different colors of construction paper or foil. Stars may be suspended from ceiling.
3. Label stars with high-demand careers; use more stars if needed.


PUSH
THE DOOR TO OPPORTUNITY READS "PUSH"

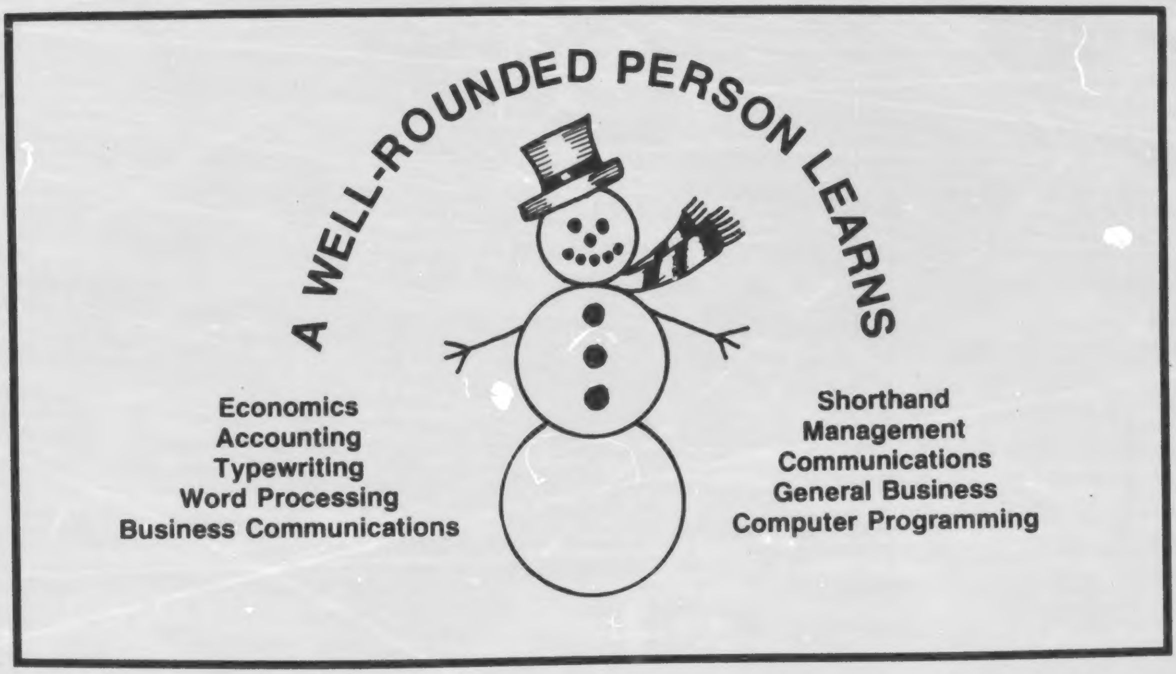
General Instructions:

1. Use background and lettering of your choice.
2. Use large picture of a door or construct a door; door may be used in place of word "PUSH" in the heading.


Dive Deep For Career Skills
Marketing
Programming
SUCCESS
Accounting
Word Processing

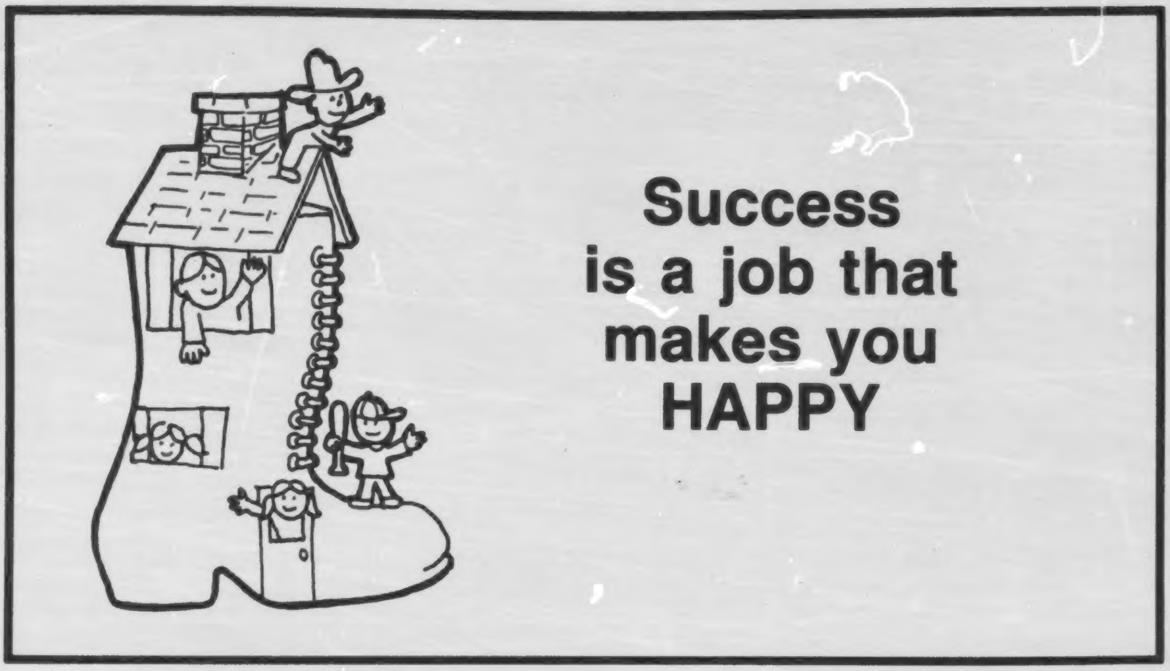
General Instructions:

1. Use lettering and border of your choice on a blue background. Enlarge picture of diver, sea creatures, and treasure chest. Make treasure coins from foil.
2. Label sea creatures with occupational areas.


A WELL-ROUNDED PERSON LEARNS
Economics
Accounting
Typewriting
Word Processing
Business Communications
Shorthand
Management
Communications
General Business
Computer Programming

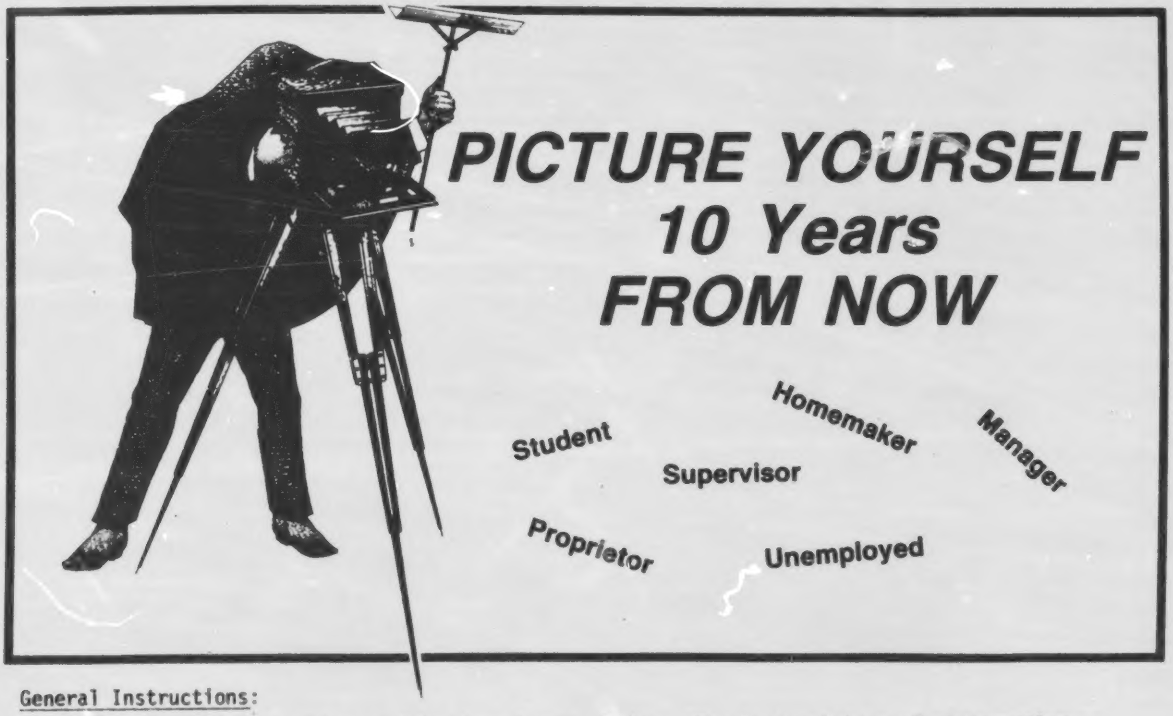
General Instructions:

1. Use blue background and lettering and border of your choice. Make snowman from white construction paper; use black buttons for eyes and buttons. Make hat and arms from black construction paper.
2. Label board with various business subjects; they may be put on snowflakes or snowballs.
3. A Santa or a large animal such as a rhino, hippo, or elephant may be substituted for the snowman.


Success
is a job that
makes you
HAPPY

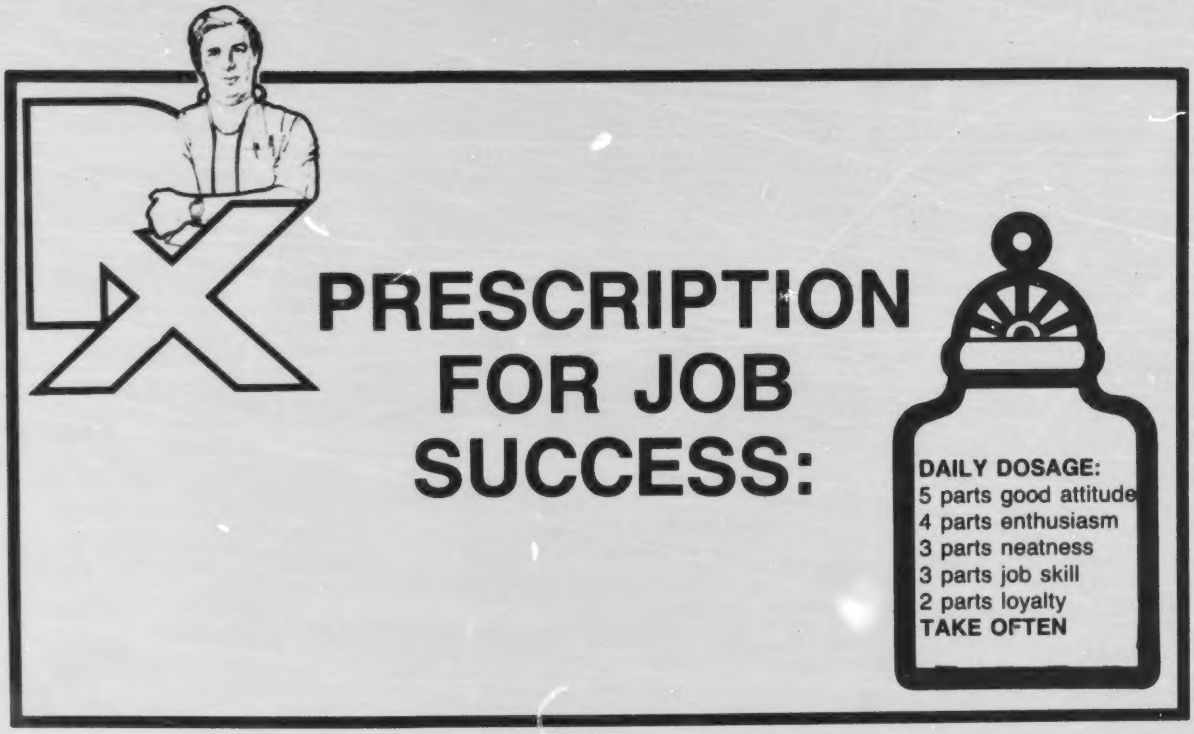
General Instructions:

1. Use background, lettering, and border of your choice.
2. Enlarge picture of shoe. Any other appropriate picture may be substituted.


PICTURE YOURSELF
10 Years
FROM NOW
Homemaker
Manager
Student
Supervisor
Proprietor
Unemployed

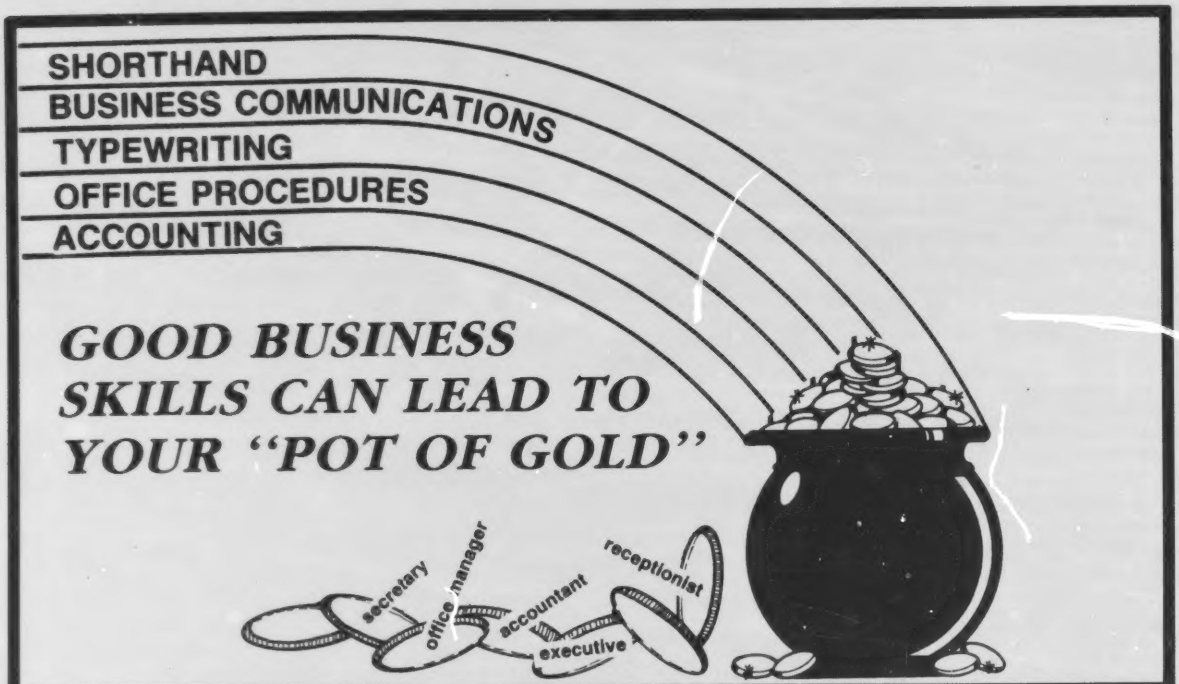
General Instructions:

1. Use background, lettering, and border of your choice. Use large picture of photographer or camera.
2. Label board with assorted occupations. Pictures of people on the job may be used instead. Frame pictures or job titles.


RX
PRESCRIPTION FOR JOB SUCCESS:
DAILY DOSAGE:
5 parts good attitude
4 parts enthusiasm
3 parts neatness
3 parts job skill
2 parts loyalty
TAKE OFTEN

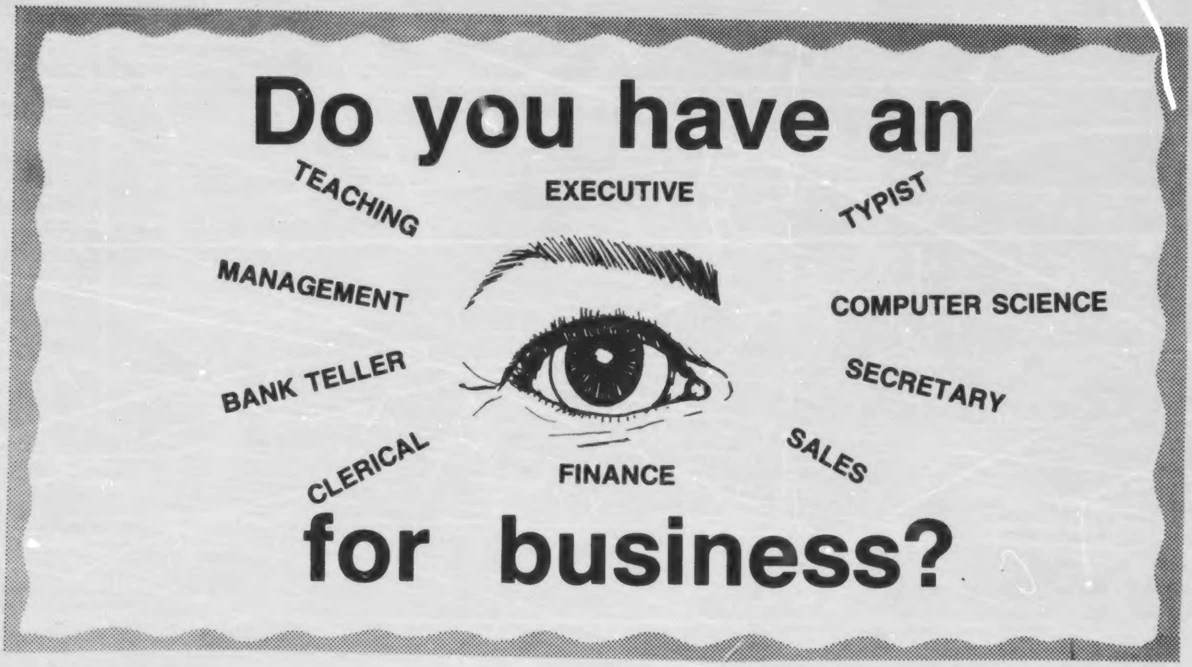
General Instructions:

1. Use background, lettering, and border of your choice.
2. Enlarge "RX" and apothecary jar.
3. Label jar with good attitudes.


SHORTHAND
BUSINESS COMMUNICATIONS
TYPEWRITING
OFFICE PROCEDURES
ACCOUNTING
GOOD BUSINESS SKILLS CAN LEAD TO YOUR "POT OF GOLD"
secretary
office manager
accountant
executive
receptionist

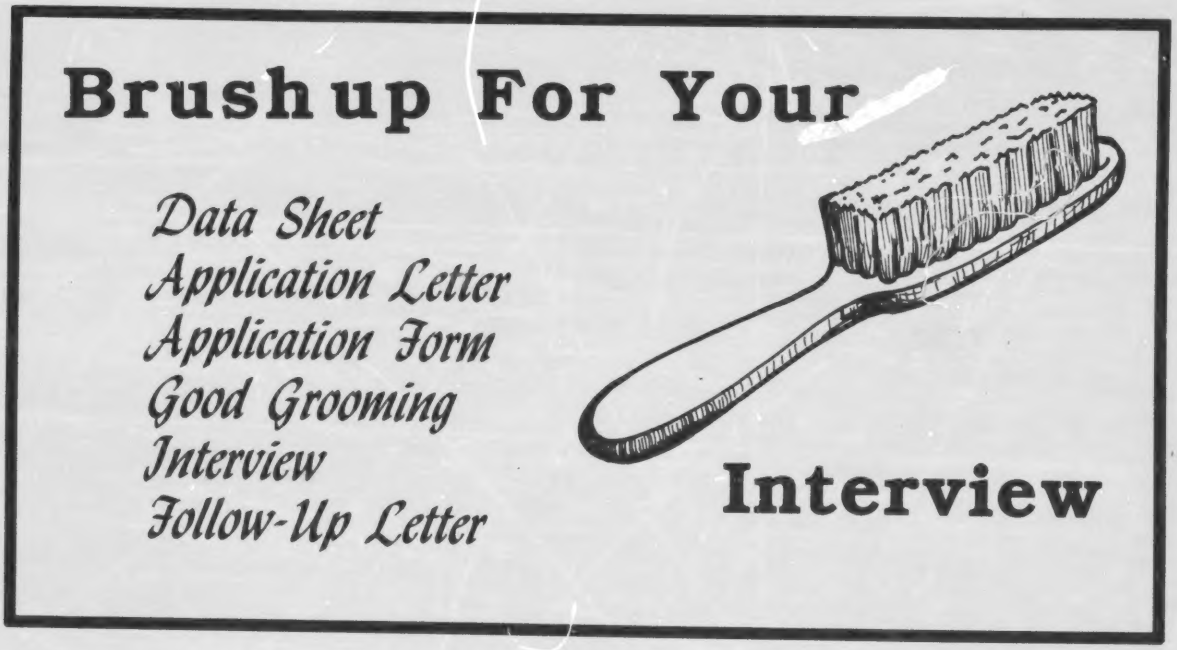
General Instructions:

1. Use light background and several different lettering styles.
2. Color rainbow appropriately.
3. Cut out pictures of coins, or cover pieces of cardboard with foil. Label with good business skills.


Do you have an
TEACHING
EXECUTIVE
TYPIST
MANAGEMENT
COMPUTER SCIENCE
BANK TELLER
SECRETARY
CLERICAL
FINANCE
SALES
for business?

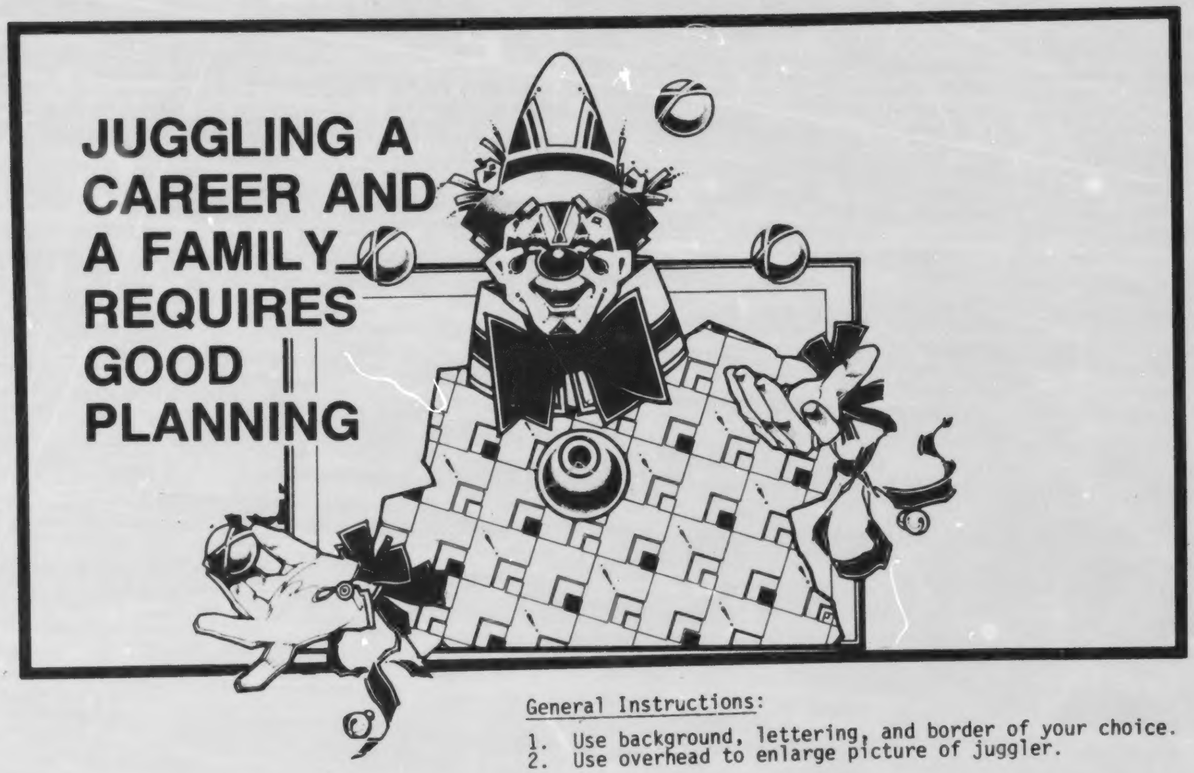
General Instructions:

1. Cut out letters from newspapers or magazines or use prepared lettering.
2. Cut out large eye from newspaper or magazine. May add curled eyelashes, either purchased or made from black construction paper.
3. List a number of business careers.


Brushup For Your
Data Sheet
Application Letter
Application Form
Good Grooming
Interview
Follow-Up Letter
Interview

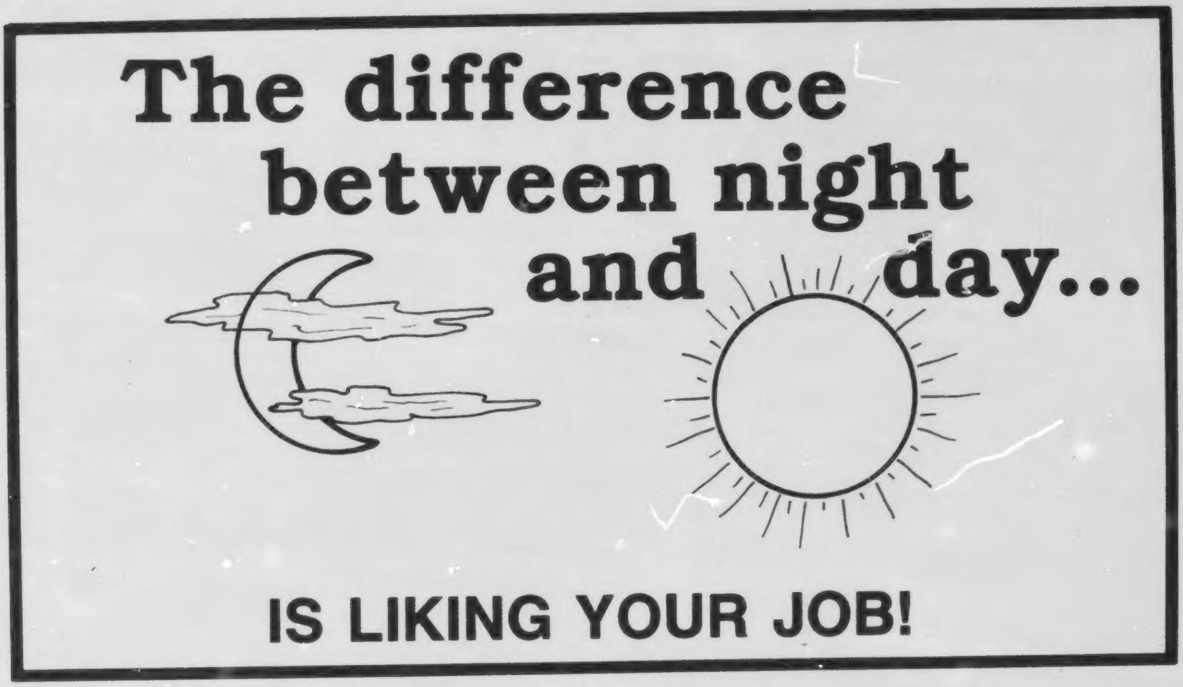
General Instructions:

1. Cut out letters from newspapers or magazines or use prepared lettering.
2. Cut out large brush from newspaper or magazine or use a real brush.


JUGGLING A CAREER AND A FAMILY REQUIRES GOOD PLANNING

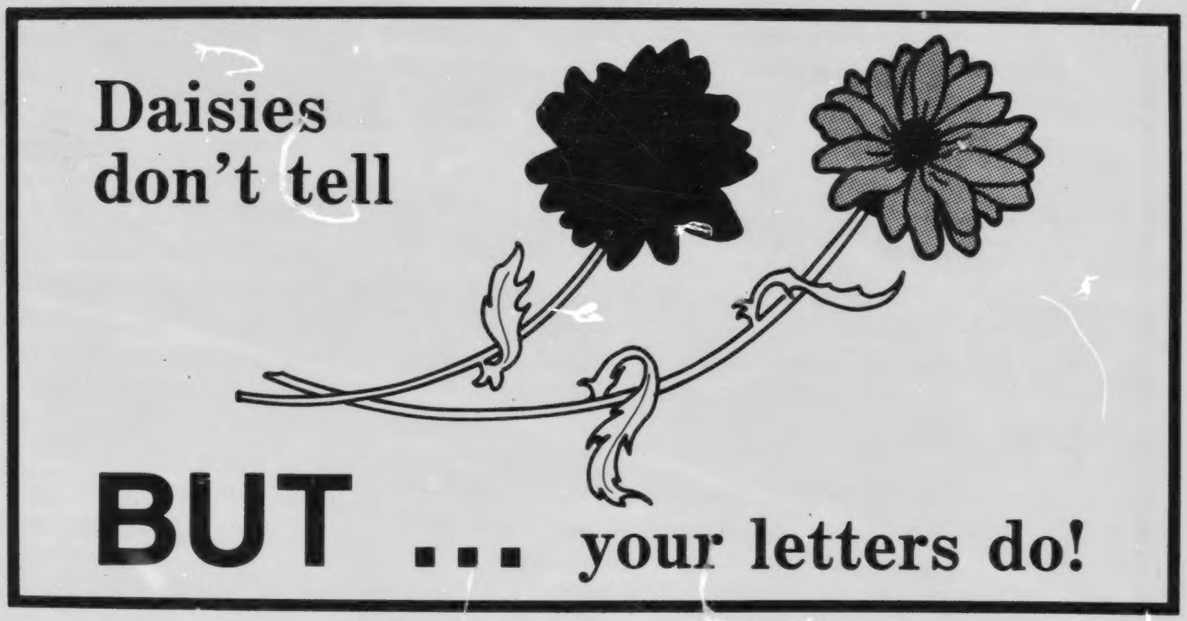
General Instructions:

1. Use background, lettering, and border of your choice.
2. Use overhead to enlarge picture of juggler.


The difference between night and day...
IS LIKING YOUR JOB!

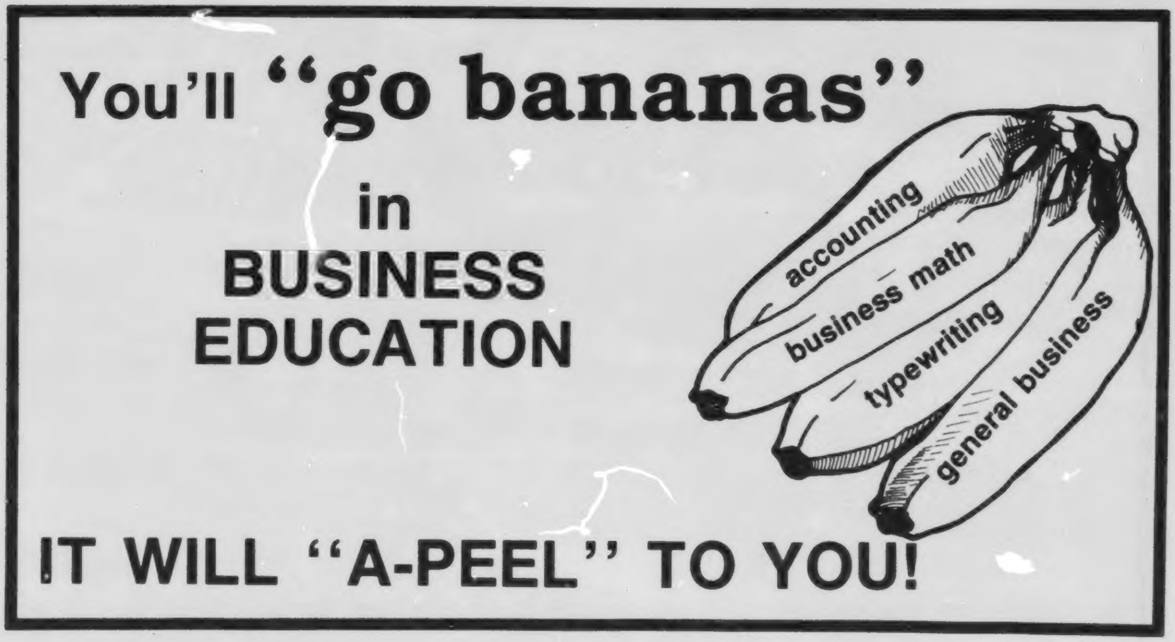
General Instructions:

1. Use background, lettering, and border of your choice.
2. Make a moon and sun. Gold glitter may be used on the sun to make it "shine".


Daisies
don't tell
BUT ... your letters do!

General Instructions:

1. Use background, lettering, and border of your choice. "BUT" should be in very large letters.
2. Cut daisies from magazines or seed catalogs. Artificial daisies may be used. Let daisies extend from bulletin board.

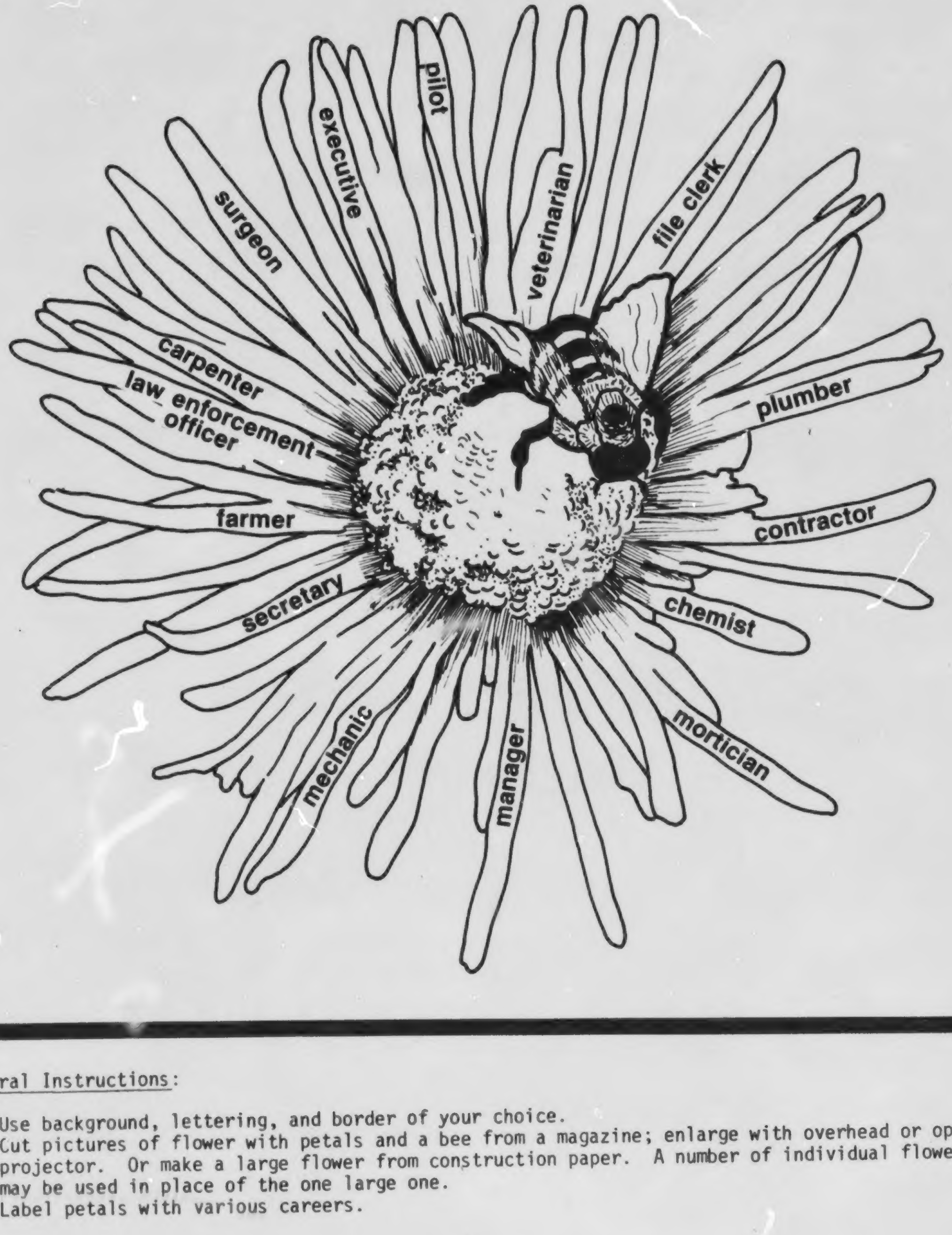

You'll "go bananas"
in
BUSINESS
EDUCATION
accounting
business math
typewriting
general business
IT WILL "A-PEEL" TO YOU!

General Instructions:

1. Use background, lettering, and border of your choice.
2. Cut bananas from a magazine, or draw bananas with smiling faces. Artificial bananas may be used.
3. Label bananas with the business courses offered in your school.

COMPATIBILITY

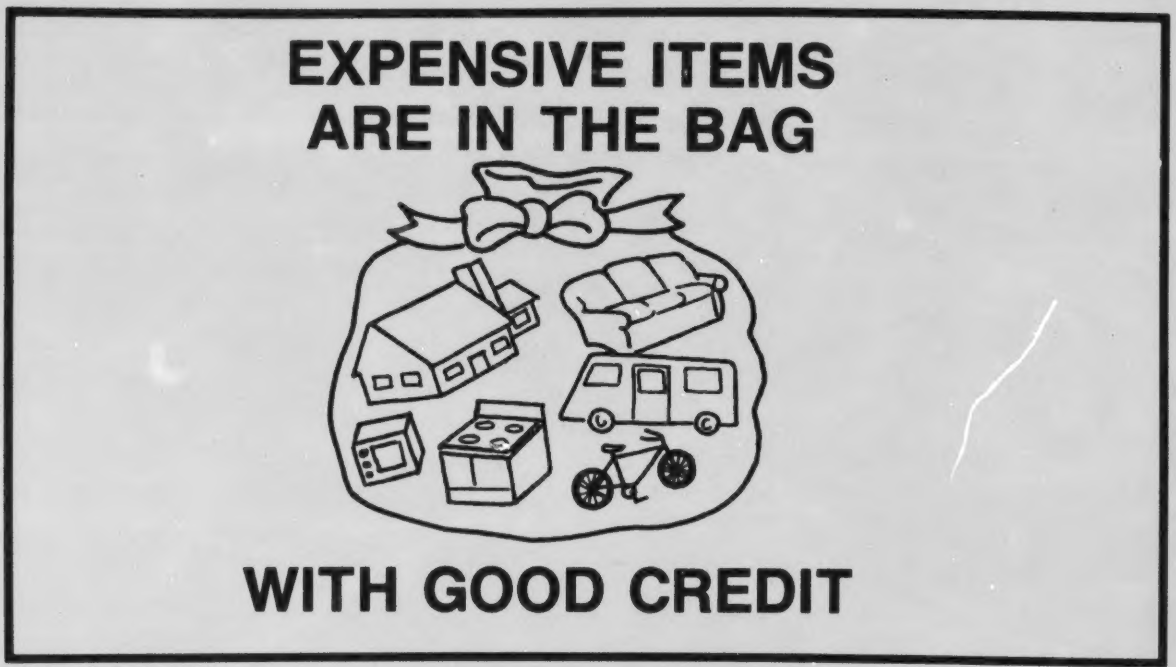
YOU AND YOUR CAREER


pilot
executive
veterinarian
surgeon
file clerk
carpenter
law enforcement officer
plumber
farmer
contractor
secretary
chemist
mechanic
manager
mortician

General Instructions:

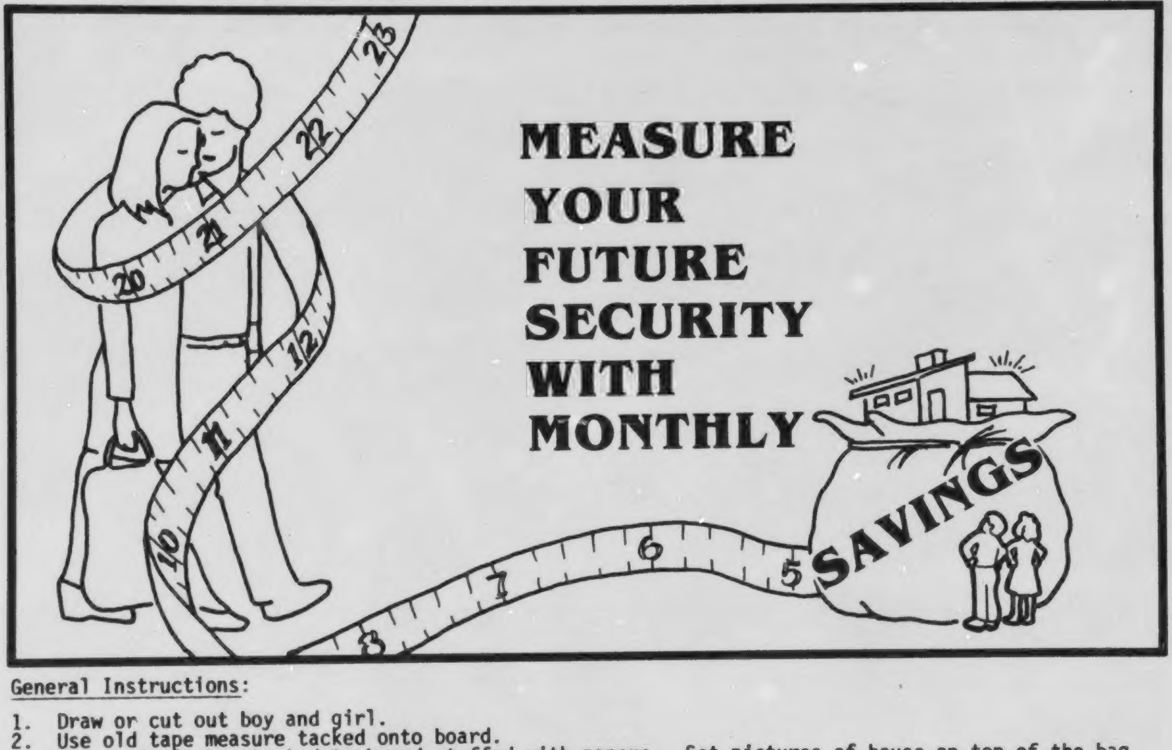
1. Use background, lettering, and border of your choice.
2. Cut pictures of flower with petals and a bee from a magazine; enlarge with overhead or opaque projector. Or make a large flower from construction paper. A number of individual flowers may be used in place of the one large one.
3. Label petals with various careers.

Consumer Education


EXPENSIVE ITEMS
ARE IN THE BAG
WITH GOOD CREDIT

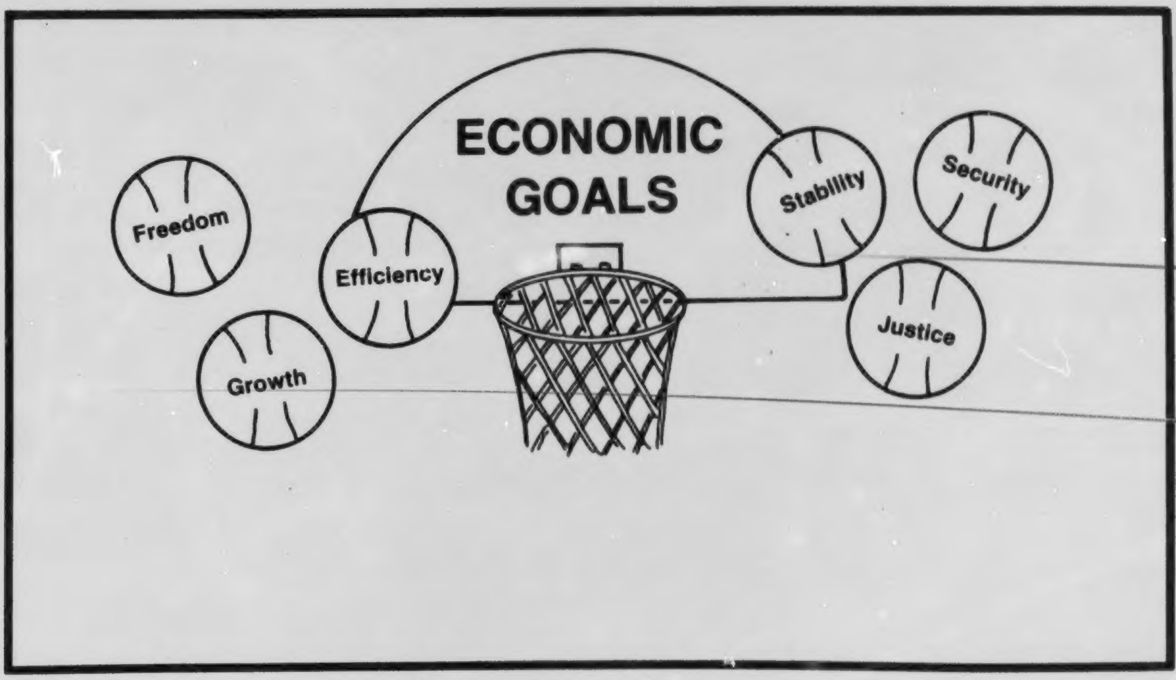
General Instructions:

1. Obtain a large sack or bag and thumb tack back side of bag to board. Place a fancy cord or ribbon around the neck of the bag. Secure pictures of expensive items or toy samples and place inside of bag.
2. Make all lettering bright red, green, etc.
3. The word "EXPENSIVE" may be glittered.


MEASURE
YOUR
FUTURE
SECURITY
WITH
MONTHLY
SAVINGS
23
22
21
20
12
11
10
8
7
6
5

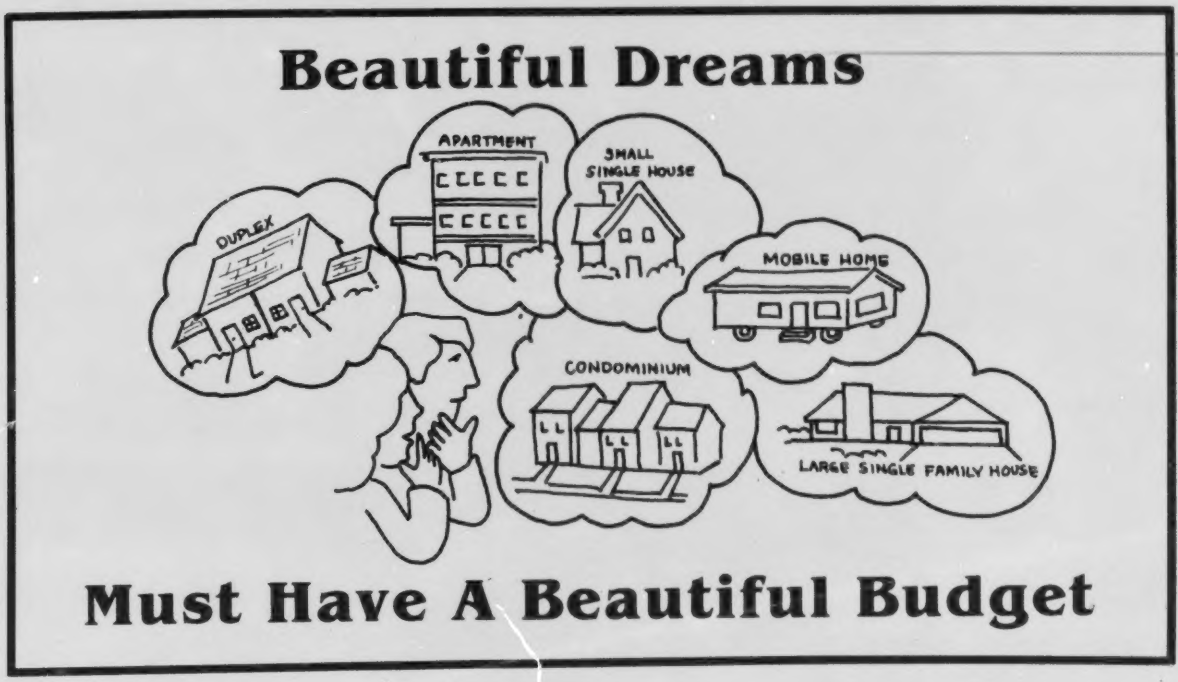
General Instructions:

1. Draw or cut out boy and girl.
2. Use old tape measure tacked onto board.
3. Use a simple bag tacked to board stuffed with papers. Set pictures of house on top of the bag.
4. Make simple block lettering.


ECONOMIC GOALS
Freedom
Growth
Efficiency
Stability
Security
Justice

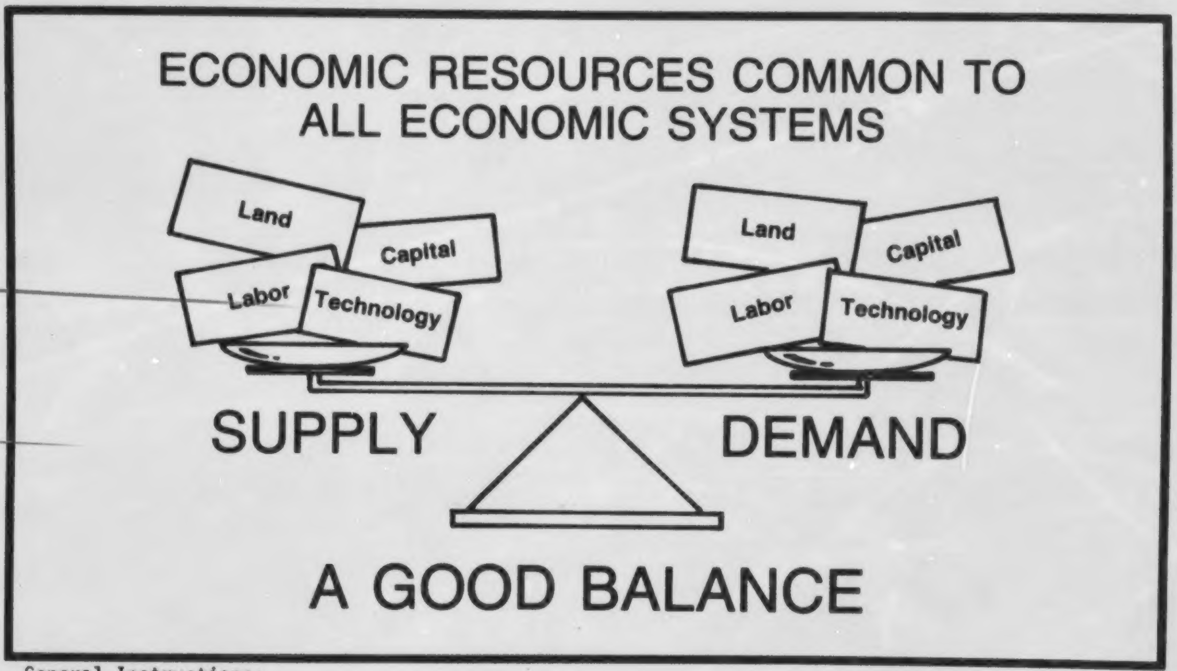
General Instructions:

1. Use styrofoam balls stuck to the bulletin board for the basketballs.
2. Use construction paper for the goal background.
3. Net stocking or netting can be used for the basket.
4. Make letters with school colors.


Beautiful Dreams
DUPLEX
APARTMENT
SMALL SINGLE HOUSE
MOBILE HOME
CONDOMINIUM
LARGE SINGLE FAMILY HOUSE
Must Have A Beautiful Budget

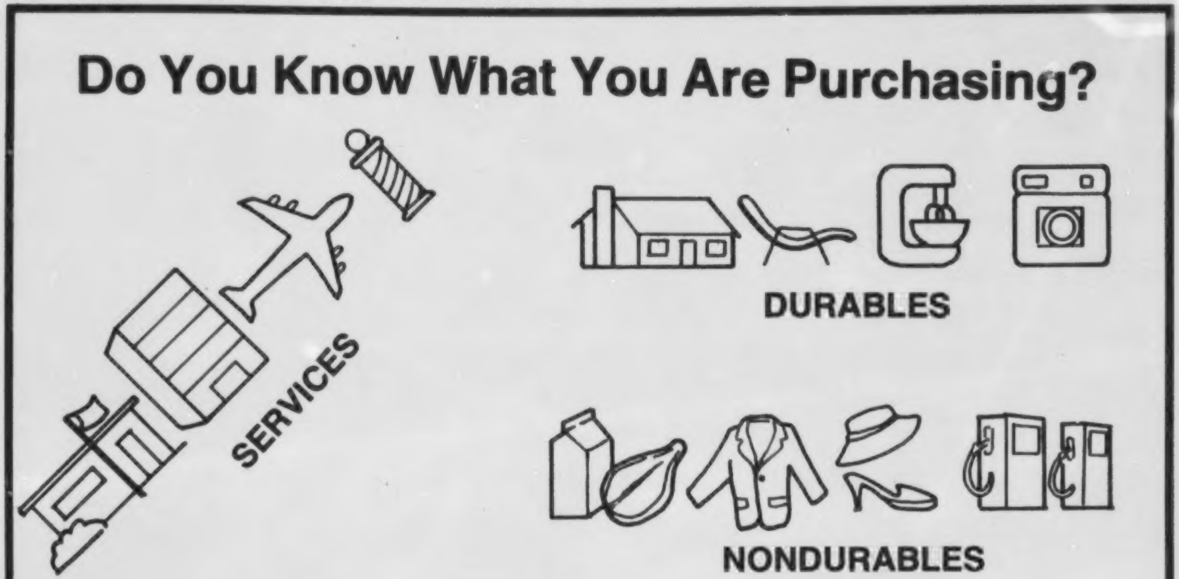
General Instructions:

1. Use a dark background with white dream clouds.
2. Magazine pictures in bright colors of different homes may be used. Tack on the clouds.
3. Cut out people from poster boards. Note: Clouds may be made of cotton.


ECONOMIC RESOURCES COMMON TO ALL ECONOMIC SYSTEMS
Land
Capital
Labor
Technology
Land
Capital
Labor
Technology
SUPPLY
DEMAND
A GOOD BALANCE

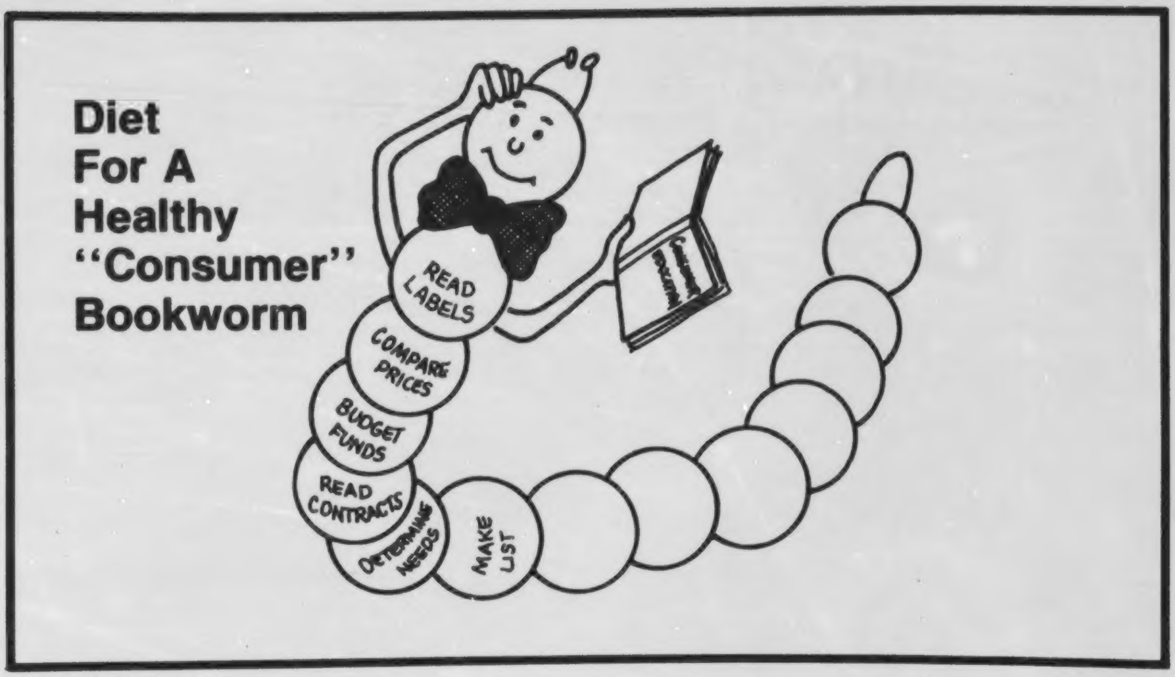
General Instructions:

1. Make a scale using gold or aluminum foil.
2. Make several small boxes from construction paper and tack to the board. Label each one respectively.
3. Make all large lettering your school colors.


Do You Know What You Are Purchasing?
SERVICES
DURABLES
NONDURABLES

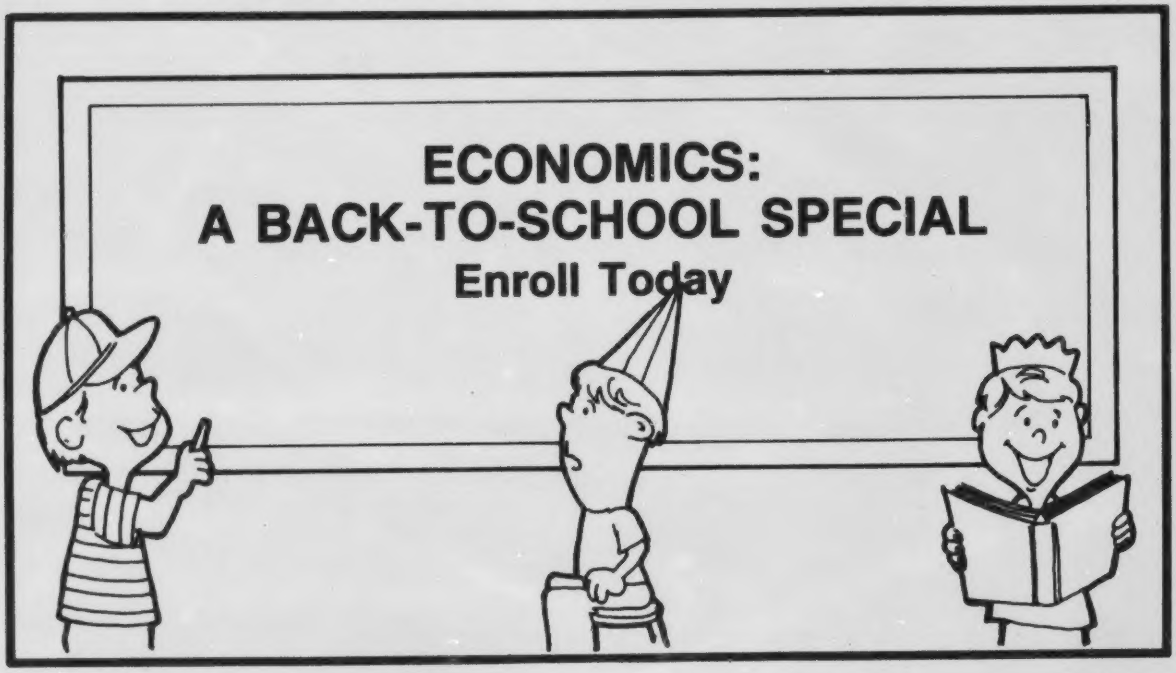
General Instructions:

1. Find pictures of different items from magazines or brochures.
2. Cut out the words "durables, nondurables, and services" and place on board with straight pins. Pull each word off the bulletin board to the end of the straight pin so it appears to be floating.


Diet
For A
Healthy
"Consumer"
Bookworm
READ LABELS
COMPARE PRICES
BUDGET FUNDS
READ CONTRACTS
DETERMINE NEEDS
MAKE LIST

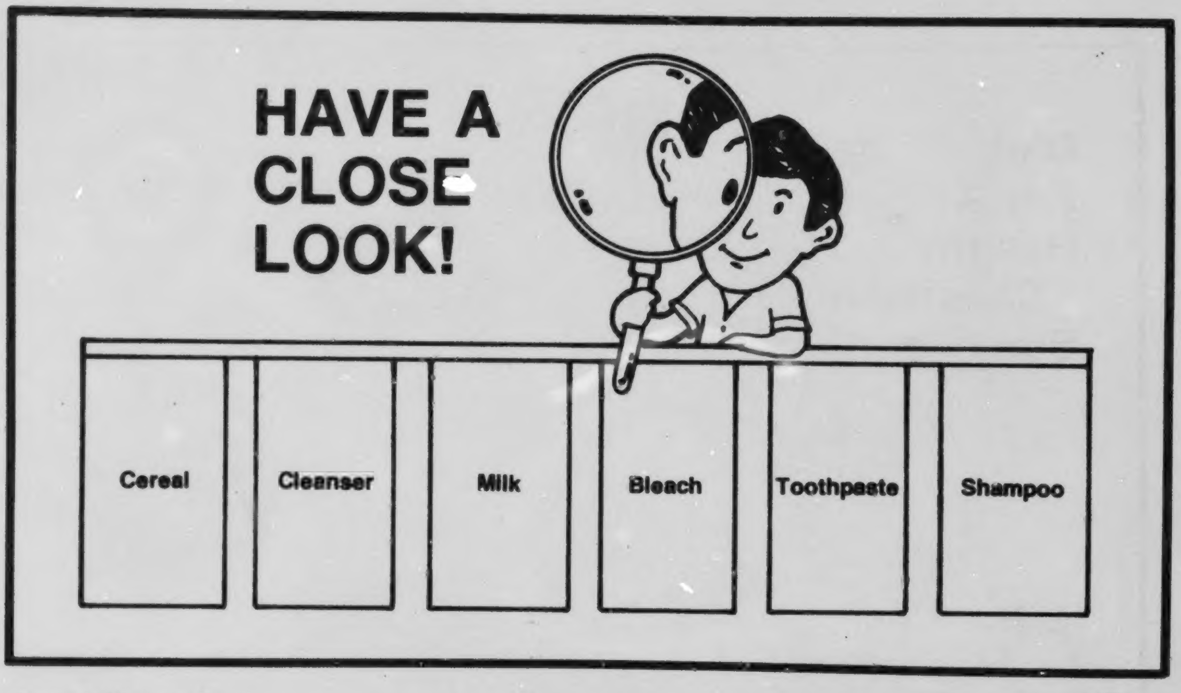
General Instructions:

1. Diet worm can be made from circles of construction paper.
2. Use a book jacket and add lettering.
3. Use a cloth bow tie for worm.
4. Make all lettering with felt-tip pen or cutouts.


ECONOMICS:
A BACK-TO-SCHOOL SPECIAL
Enroll Today

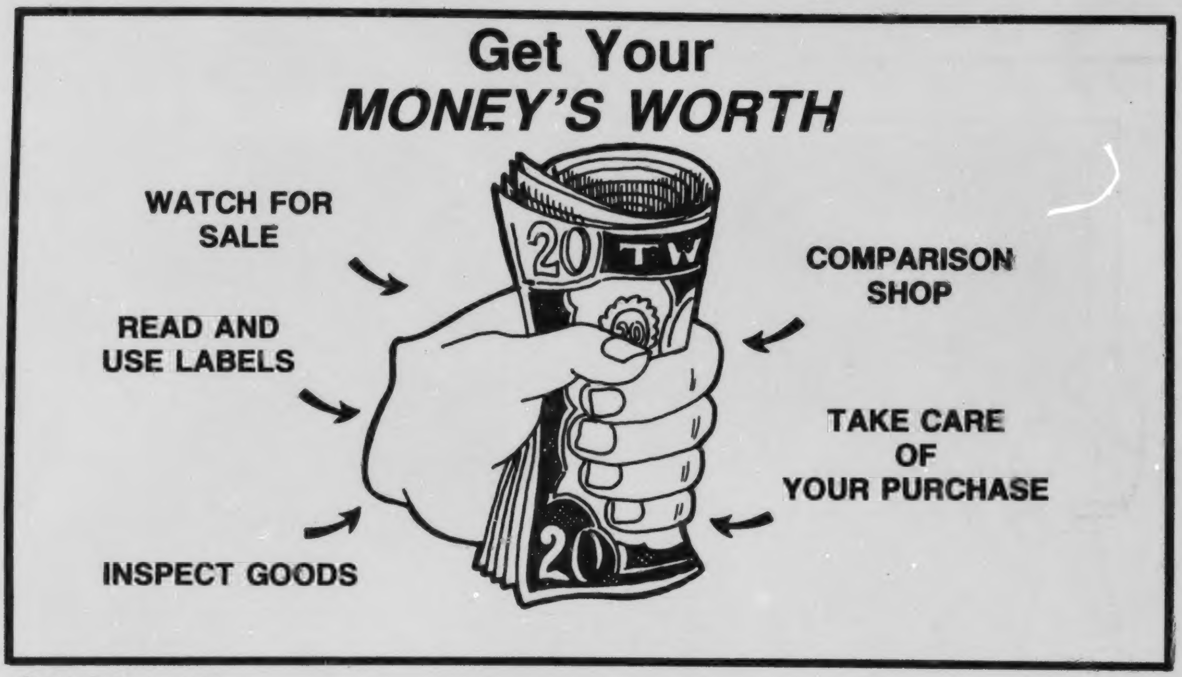
General Instructions:

1. Make each pupil from poster paper.
2. Use black construction or black paper for the chalkboard.
3. Use white lettering for the words.


HAVE A CLOSE LOOK!
Cereal
Cleanser
Milk
Bleach
Toothpaste
Shampoo

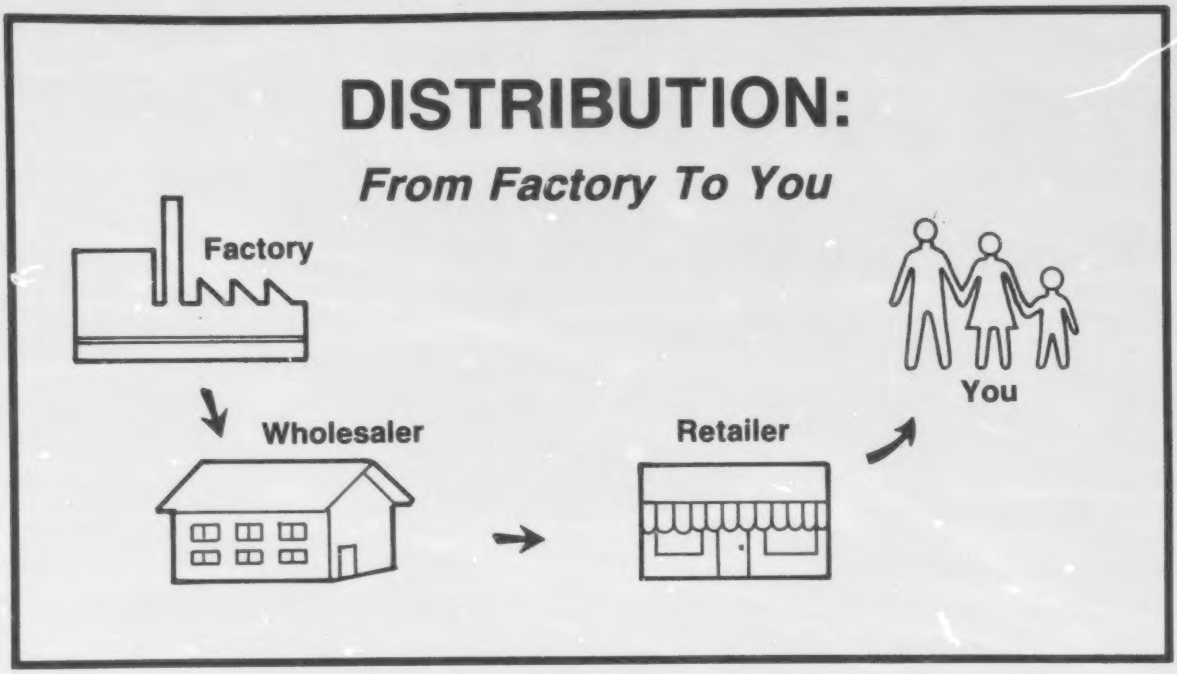
General Instructions:

1. Draw boy and magnifying glass from poster paper.
2. Collect containers of respective areas listed and tack to the board.
3. Make lettering your own choice of color.


Get Your
MONEY'S WORTH
WATCH FOR SALE
READ AND USE LABELS
INSPECT GOODS
COMPARISON SHOP
TAKE CARE OF YOUR PURCHASE
20
20

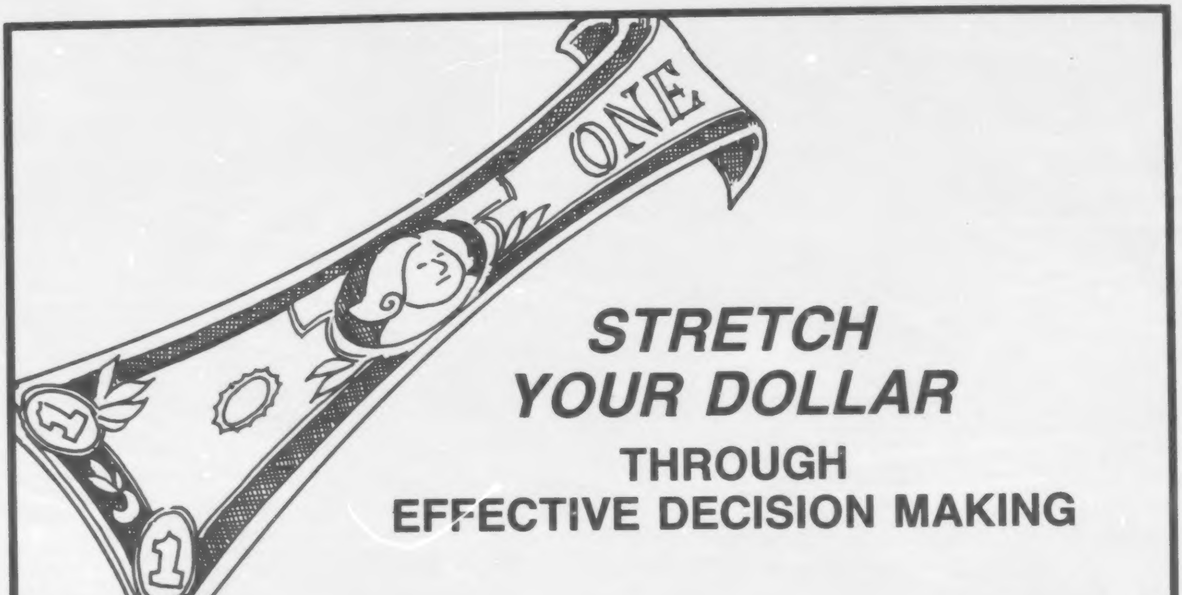
General Instructions:

1. Obtain a newspaper and roll it up and tie it. Spray paint it green and glue the number 20 (make it resemble a bill) on it.
2. Cut hand from poster paper. Cut along thumb and forefinger line so rolled newspaper will fit down in the hand.
3. Make all lettering green.


DISTRIBUTION:
From Factory To You
Factory
Wholesaler
Retailer
You

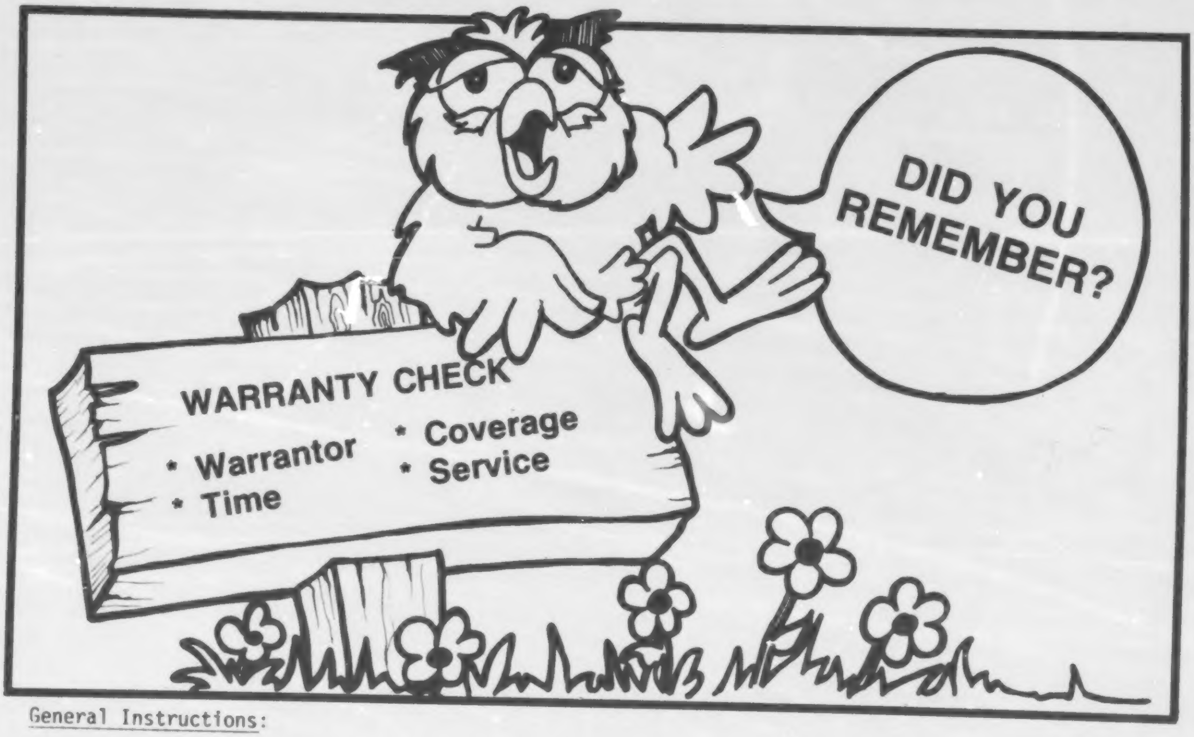
General Instructions:

1. Draw basic black outline of four different pictures shown. Use red arrows and bright lettering. Place all on white background.


ONE
1
1
STRETCH
YOUR DOLLAR
THROUGH
EFFECTIVE DECISION MAKING

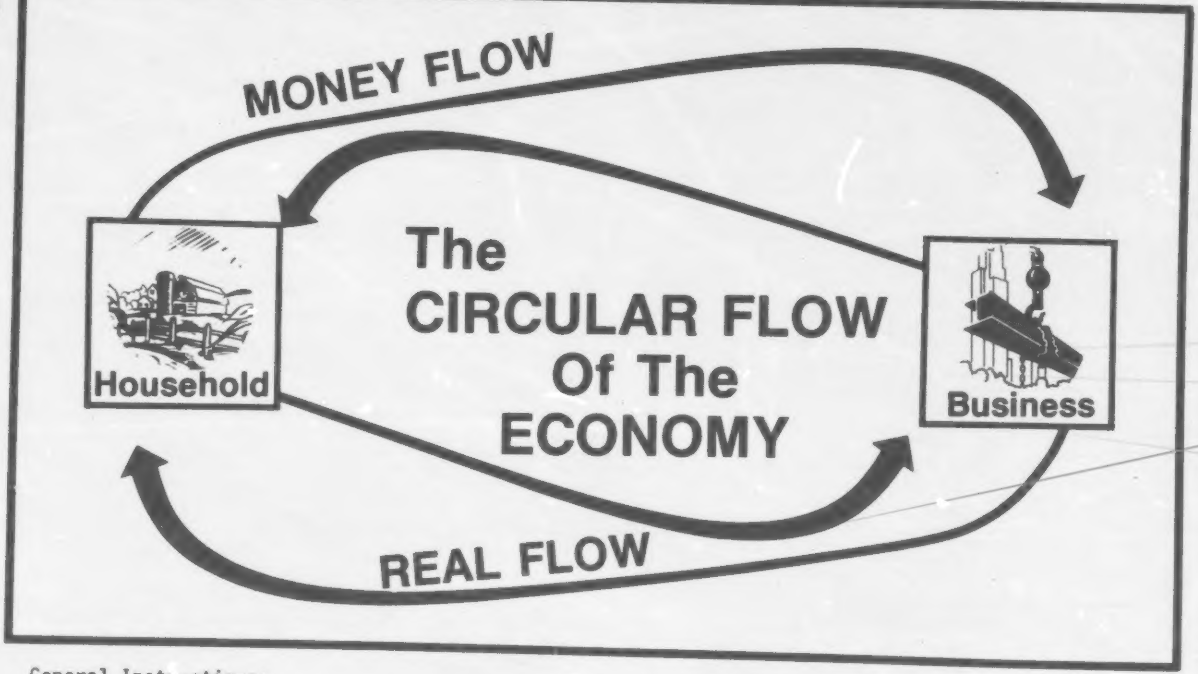
General Instructions:

1. Use a light green background and dark green dollar bills made from butcher paper.
2. Use red and green lettering.


DID YOU REMEMBER?
WARRANTY CHECK
* Warrantor
* Time
* Coverage
* Service

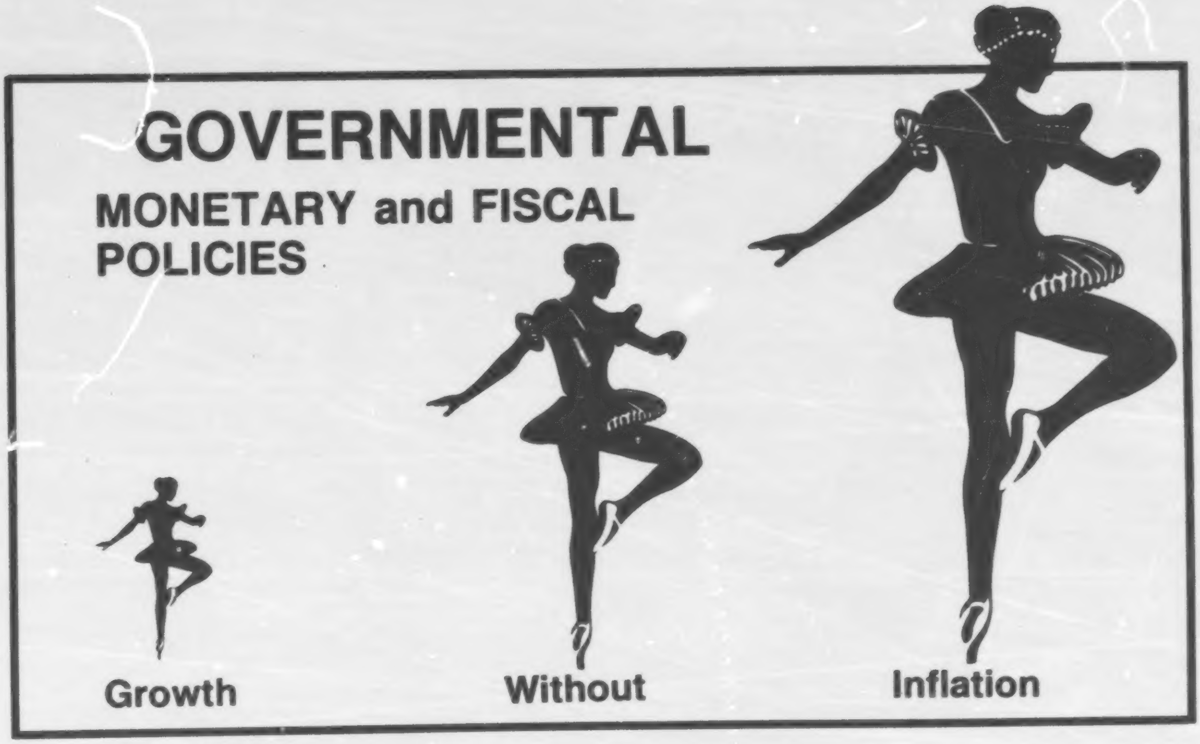
General Instructions:

1. Use a pastel background.
2. Use light brown signs and an owl made from poster paper.
3. Use bright yellow flowers with black centers.


MONEY FLOW
Household
The CIRCULAR FLOW Of The ECONOMY
Business
REAL FLOW

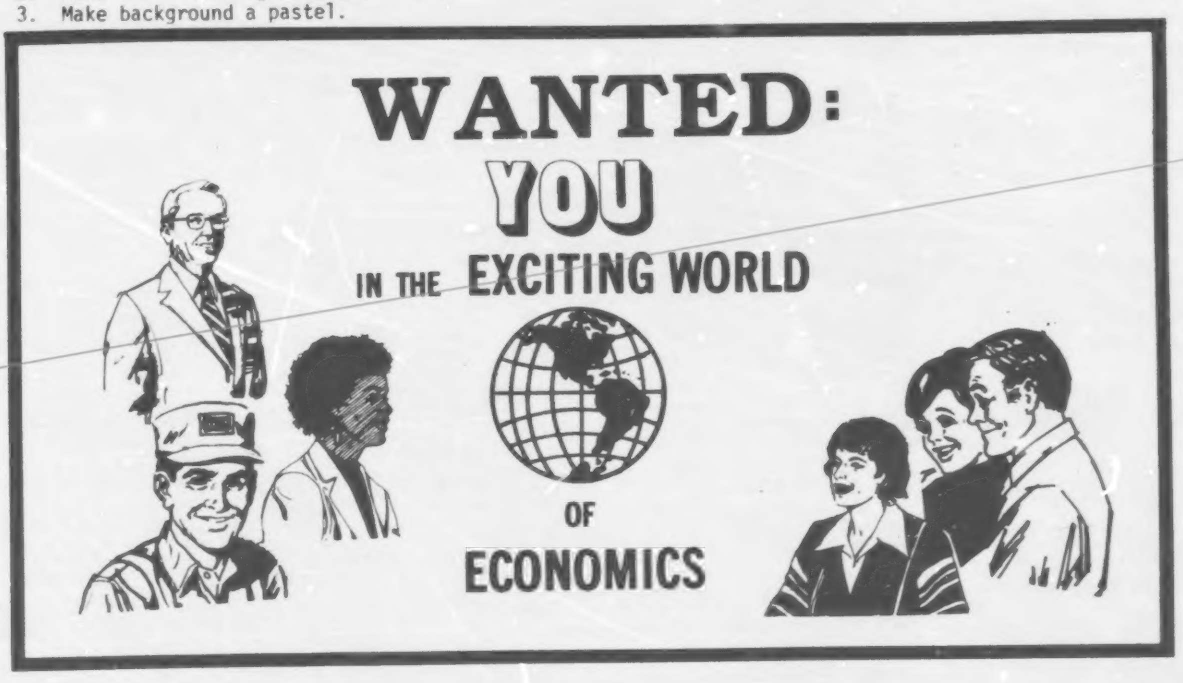
General Instructions:

1. Use black or dark blue arrows between pictures cut from magazines.
2. Cut out or do hand lettering of words.


GOVERNMENTAL
MONETARY and FISCAL POLICIES
Growth
Without
Inflation

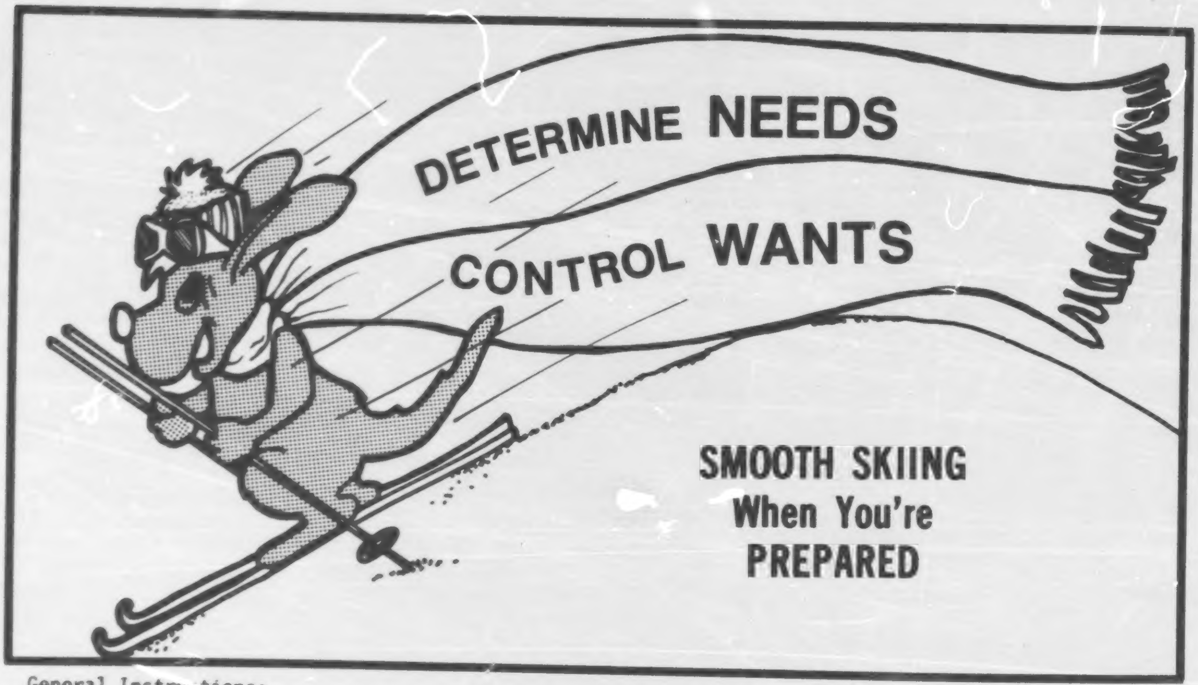
General Instructions:

1. Make silhouettes of ballerinas from black tissue or roll paper.
2. Make all lettering from gold foil.
3. Make background a pastel.


WANTED:
YOU
IN THE EXCITING WORLD
OF
ECONOMICS

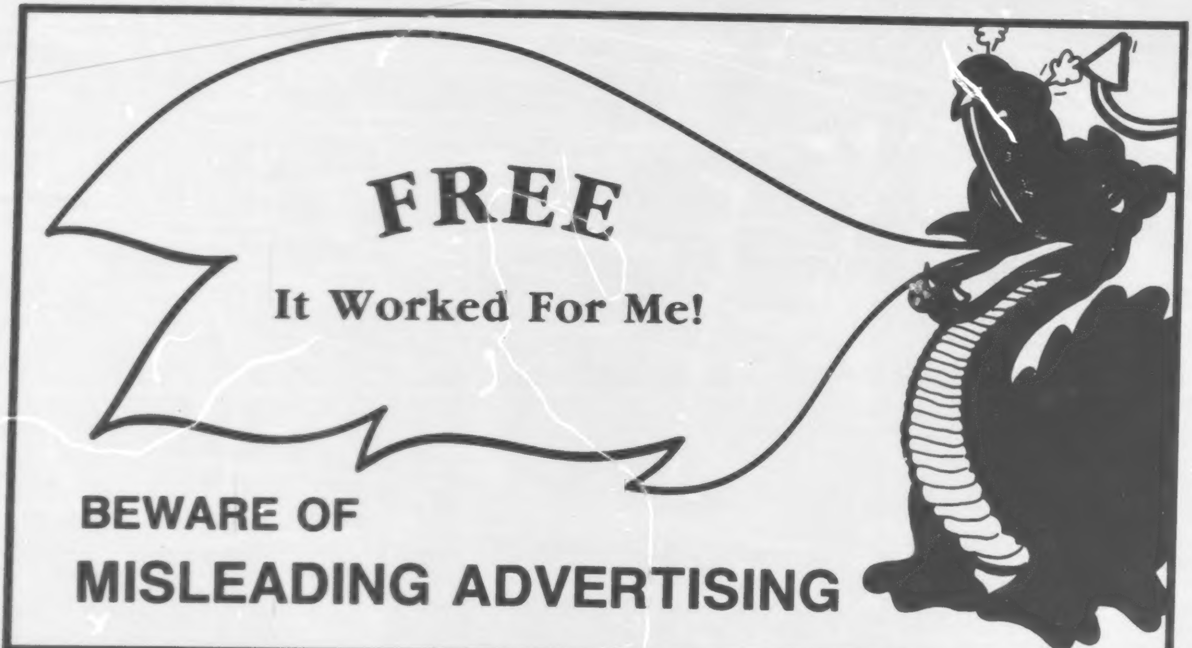
General Instructions:

1. Draw figures on poster paper. Cut out and tack on the bulletin board.
2. Place the word "WANTED" in black, the word "YOU" in white with black border.
3. Place remaining lettering and globe in blues and greens.


DETERMINE NEEDS
CONTROL WANTS
SMOOTH SKIING
When You're
PREPARED

General Instructions:

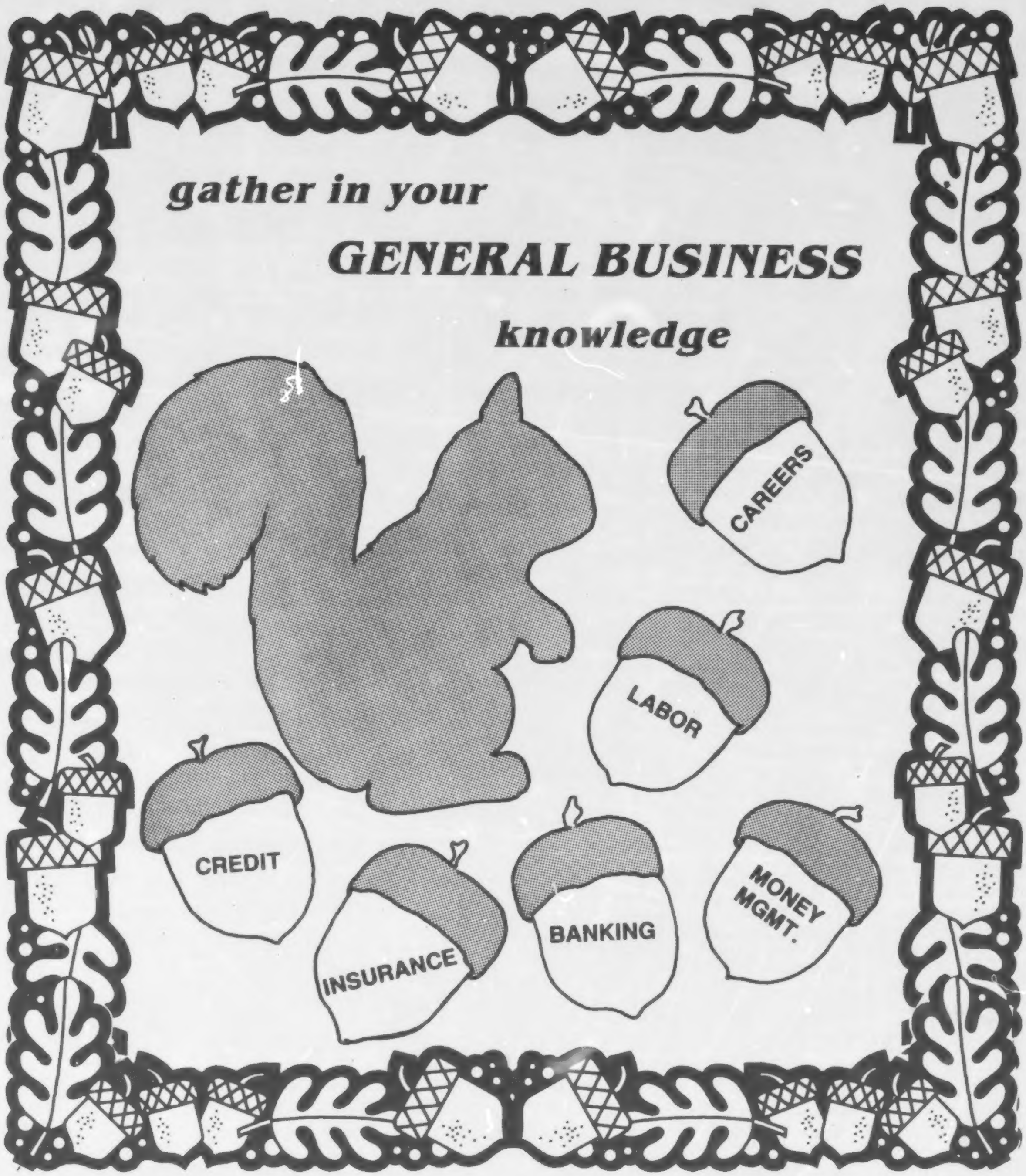
1. Make the dog a brown and white spotted hound. Make sky dark blue and make the hill white (snow).
2. Use tissue or crepe paper for scarf that is deep red.
3. Use bright lettering.


FREE
It Worked For Me!
BEWARE OF
MISLEADING ADVERTISING

General Instructions:

1. Use construction paper to make a green dragon.
2. Make the fire orange or flame colored.
3. Use bright colored lettering. Lettering in flame could be blue.
4. Use dark background.

General Business

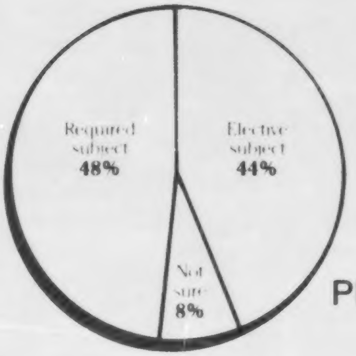

gather in your
GENERAL BUSINESS
knowledge
CAREERS
LABOR
CREDIT
INSURANCE
BANKING
MONEY MGMT.

General Instructions:

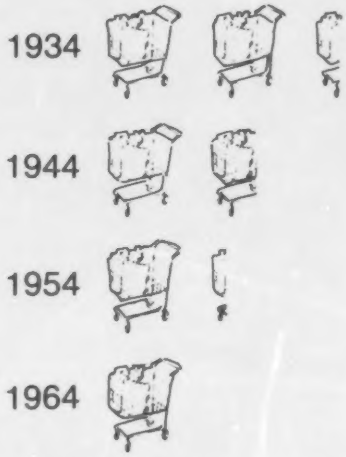
1. Use background, lettering, and border of your choice.
2. Make squirrel and acorns from construction paper. Enlarge original copy if necessary.
3. Label acorns with the units to be studied in General Business.

GRAPHS

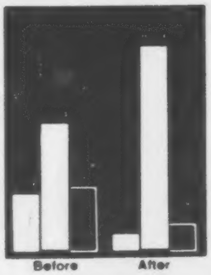
A WAY TO PICTURE THE FACTS



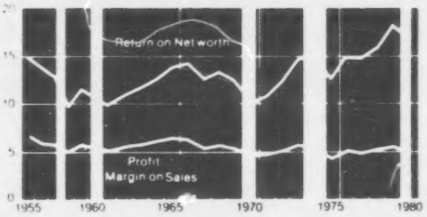
PIE GRAPH



PICTURE GRAPH



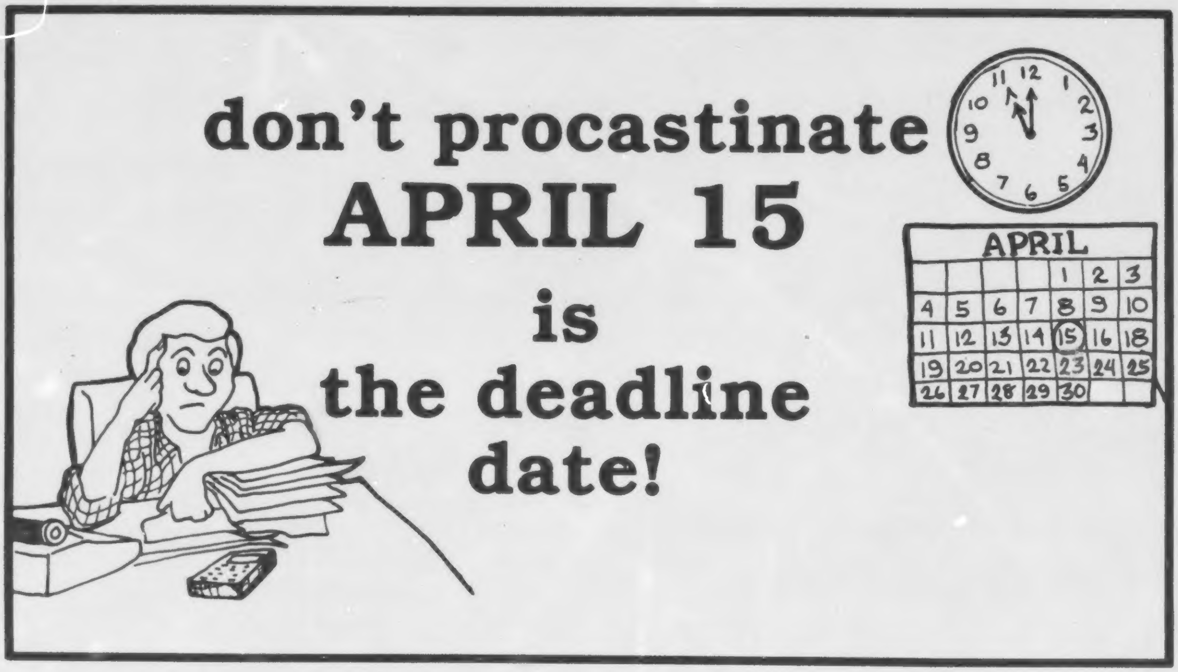
BAR GRAPH



LINE GRAPH

General Instructions:

1. Use background, lettering, and border of your choice.
2. Use an example of each type of graph.

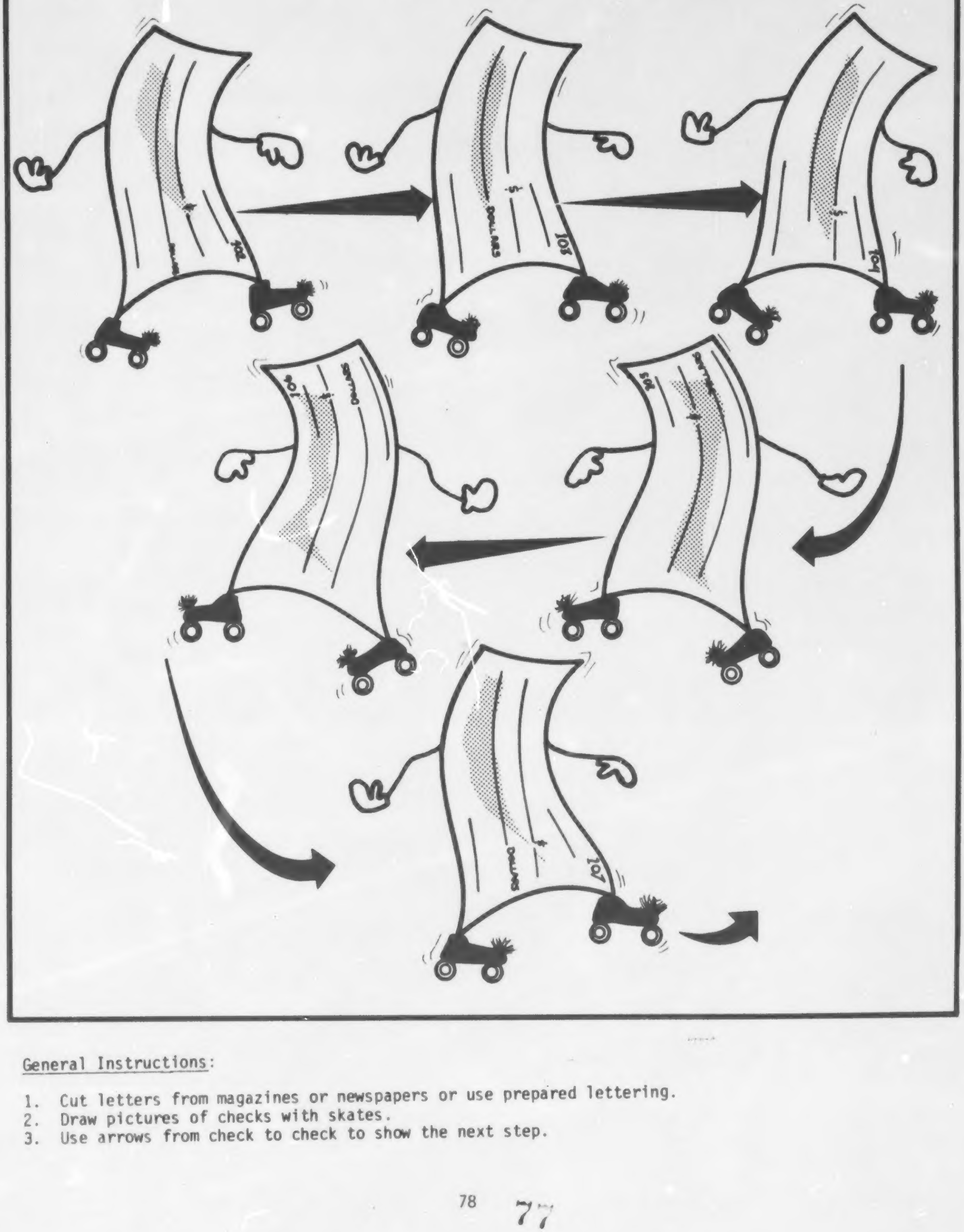

don't procastinate
APRIL 15
is
the deadline
date!
APRIL

General Instructions:

1. Use background, lettering, and border of your choice. Enlarge picture of person working at cluttered desk.
2. Circle April 15 in red on the calendar. Show the clock hands nearing midnight.

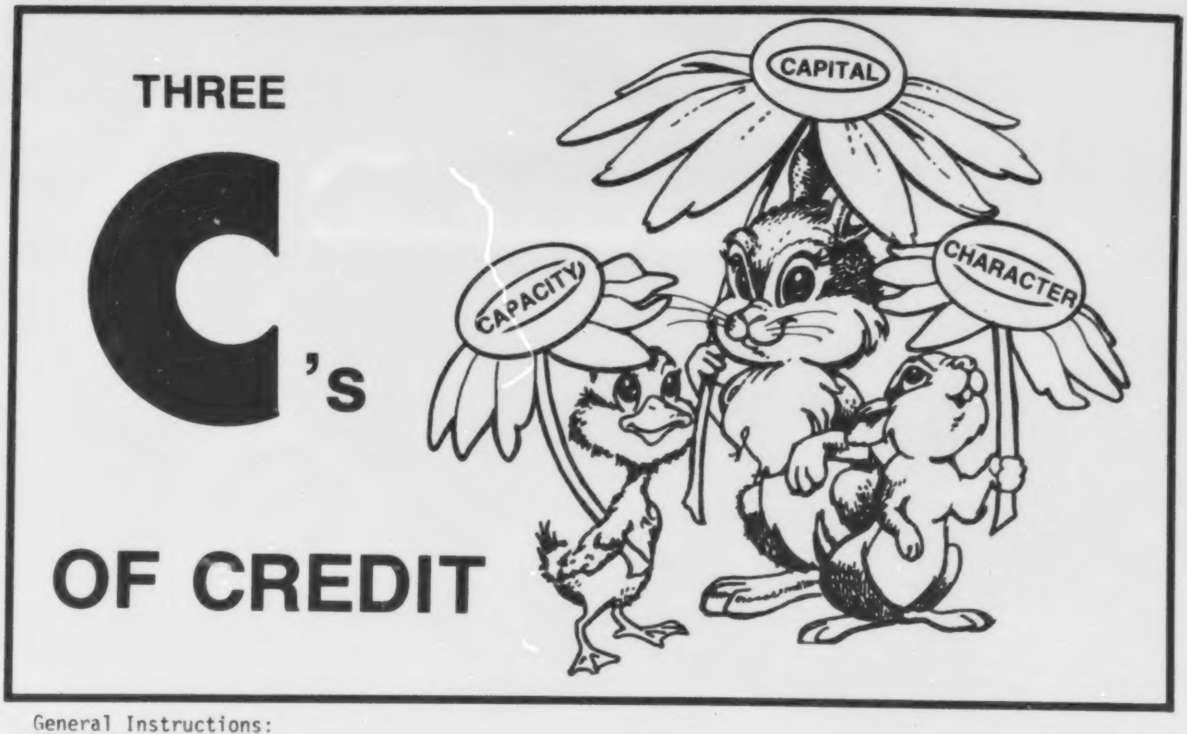
NOTES

TRACK DOWN YOUR CHECK


$
DOLLARS
102
$
DOLLARS
103
$
104
105
$
DOLLARS
106
$
DOLLARS
107

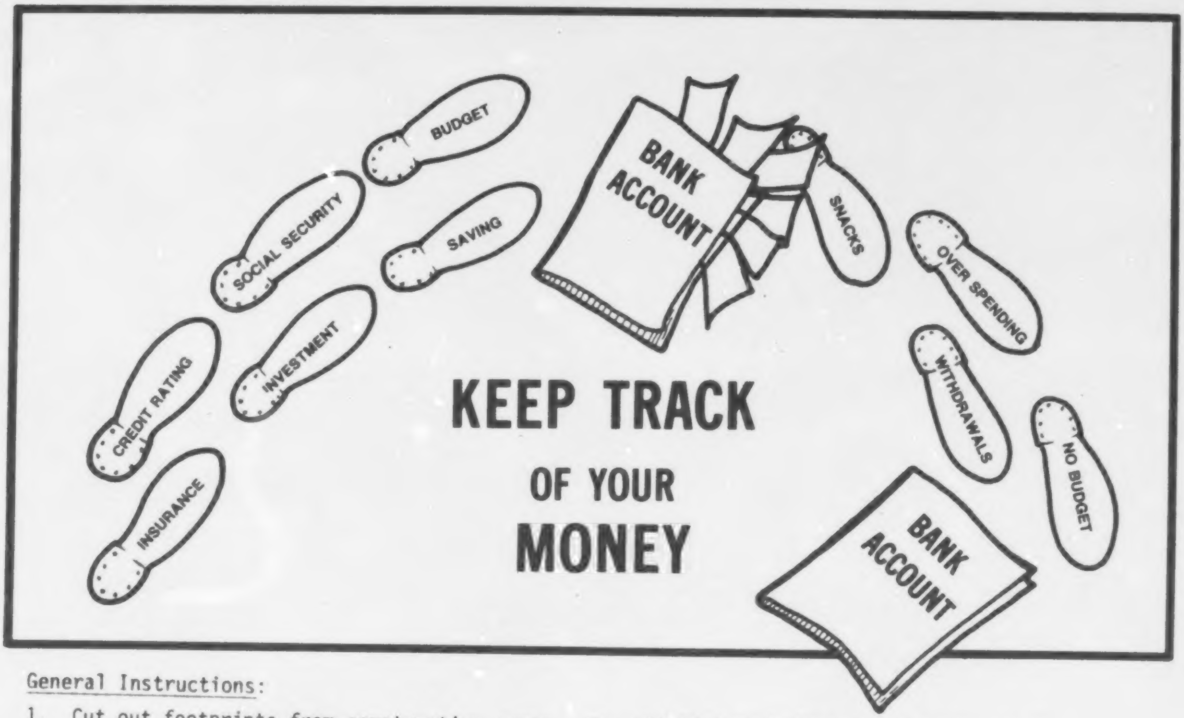
General Instructions:

1. Cut letters from magazines or newspapers or use prepared lettering.
2. Draw pictures of checks with skates.
3. Use arrows from check to check to show the next step.


THREE
C's
OF CREDIT
CAPITAL
CAPACITY
CHARACTER

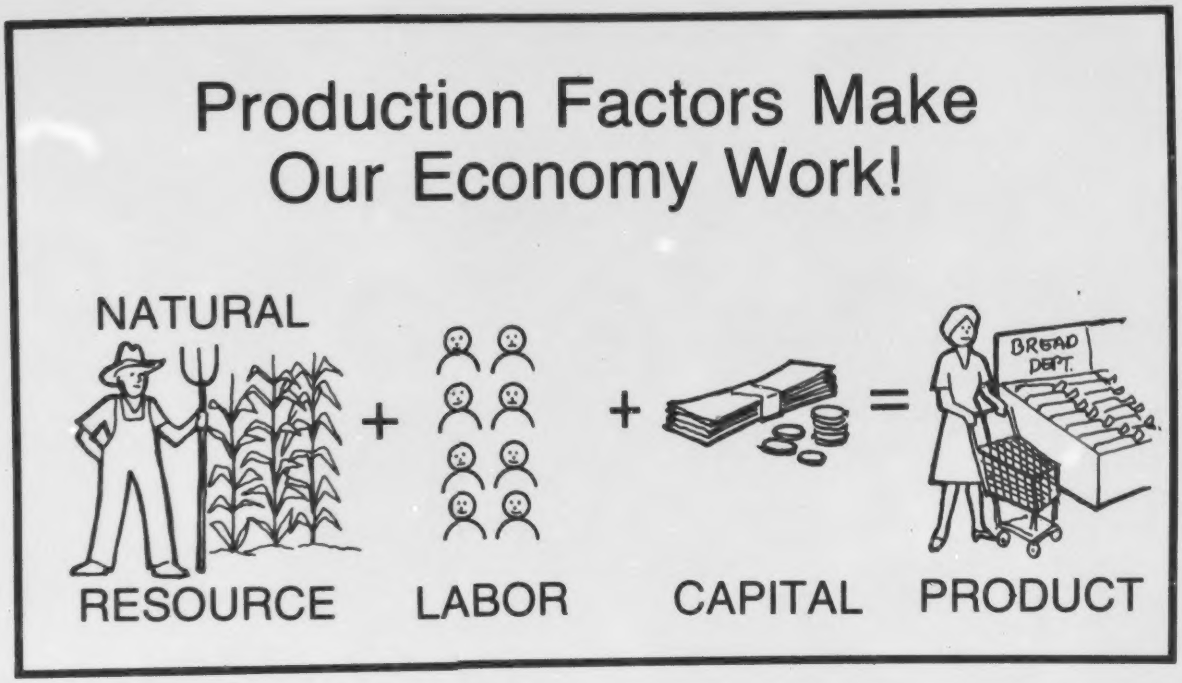
General Instructions:

1. Cut out letters for the word three or use a numeral three. Cut a large "C" out of bright paper.
2. Cut out flower petals of white paper and centers of yellow or orange paper.
3. Draw animals or cut out from pictures. Pictures could be placed on the overhead for enlargement to reproduce.


BUDGET
SOCIAL SECURITY
SAVING
CREDIT RATING
INVESTMENT
INSURANCE
BANK ACCOUNT
SNACKS
OVER SPENDING
WITHDRAWALS
NO BUDGET
KEEP TRACK
OF YOUR
MONEY
BANK ACCOUNT

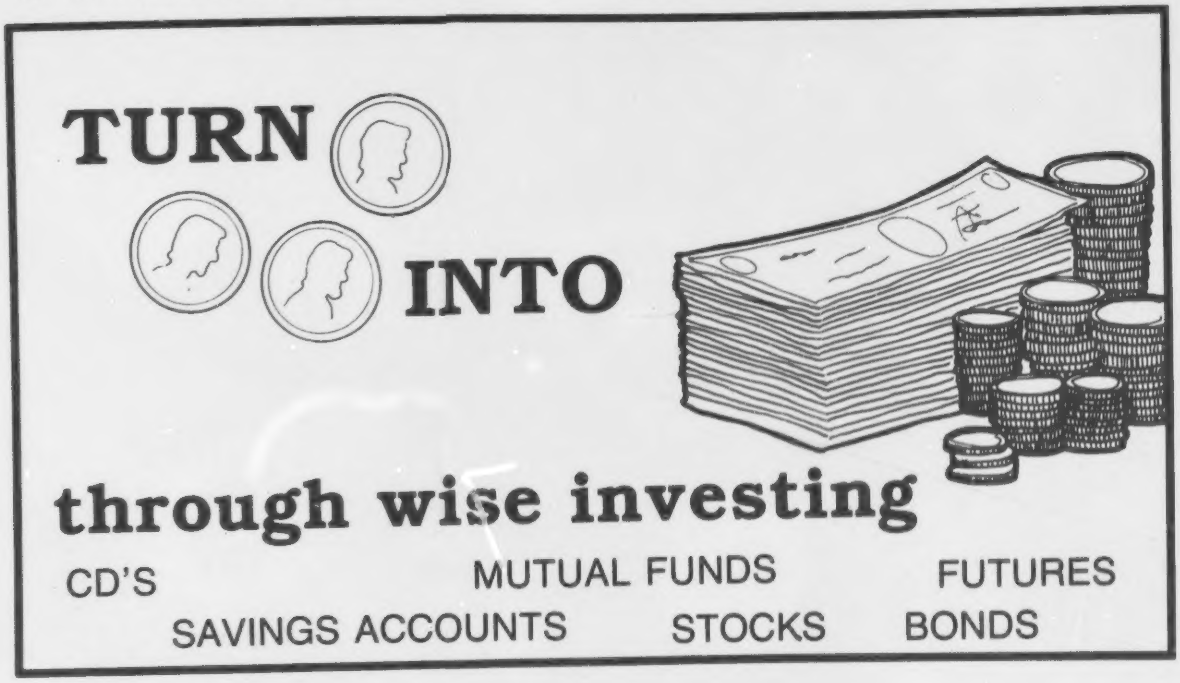
General Instructions:

1. Cut out footprints from construction paper. Use old bank book, ledger, and play money for illustrations.


Production Factors Make Our Economy Work!
NATURAL RESOURCE
+
LABOR
+
CAPITAL
=
PRODUCT
BREAD DEPT.

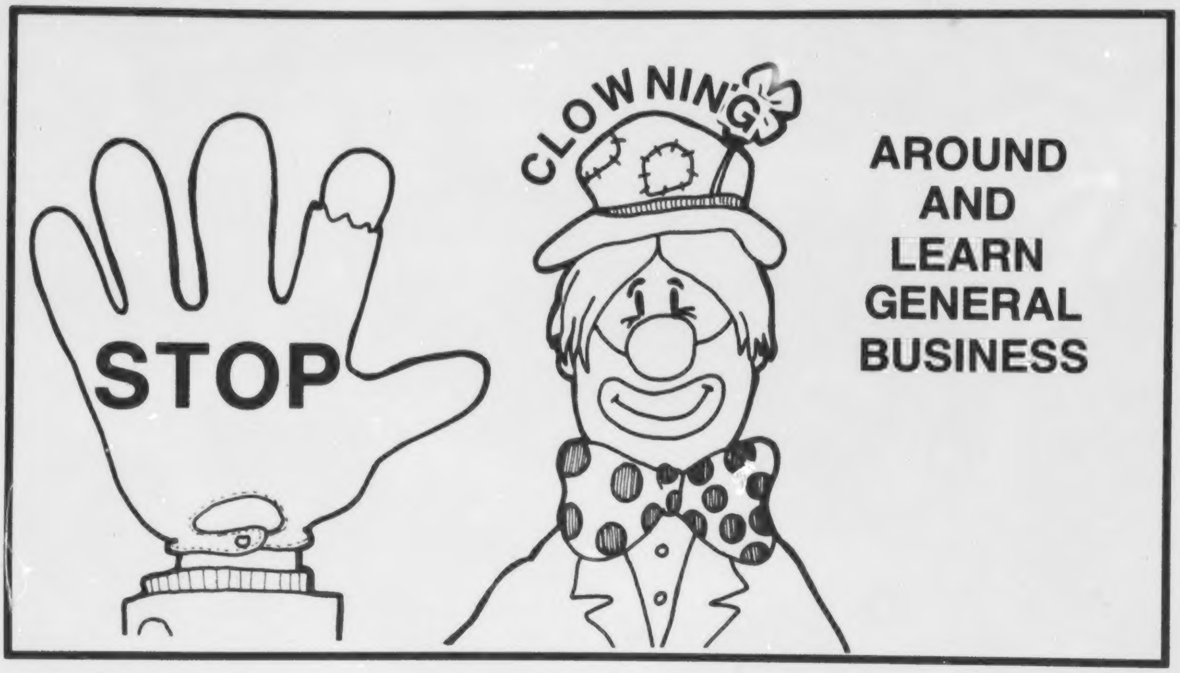
General Instructions:

1. Use background, lettering, and border of your choice.
2. Cut illustrations from magazines; use a natural resource found locally.


TURN
INTO
through wise investing
CD'S
MUTUAL FUNDS
FUTURES
SAVINGS ACCOUNTS
STOCKS
BONDS

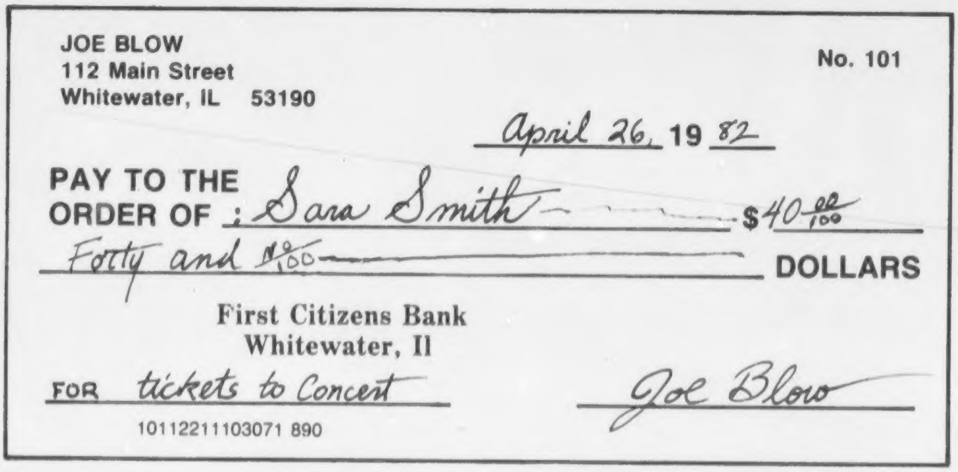
General Instructions:

1. Use background, lettering, and border of your choice. Use play money for coins and bills.
2. Label board with various types of investments.



General Instructions:

1. Cut out letters from magazines, newspapers, etc.
2. Use an old glove or stop sign for hand.
3. Use bright material or yarn for hair and bow tie.



JOE BLOW
112 Main Street
Whitewater, IL 53190

No. 101

April 26, **19** 82

PAY TO THE ORDER OF : Sara Smith **$** $40 \frac{00}{100}$

Forty and $\frac{no}{100}$ **DOLLARS**

First Citizens Bank
Whitewater, Il

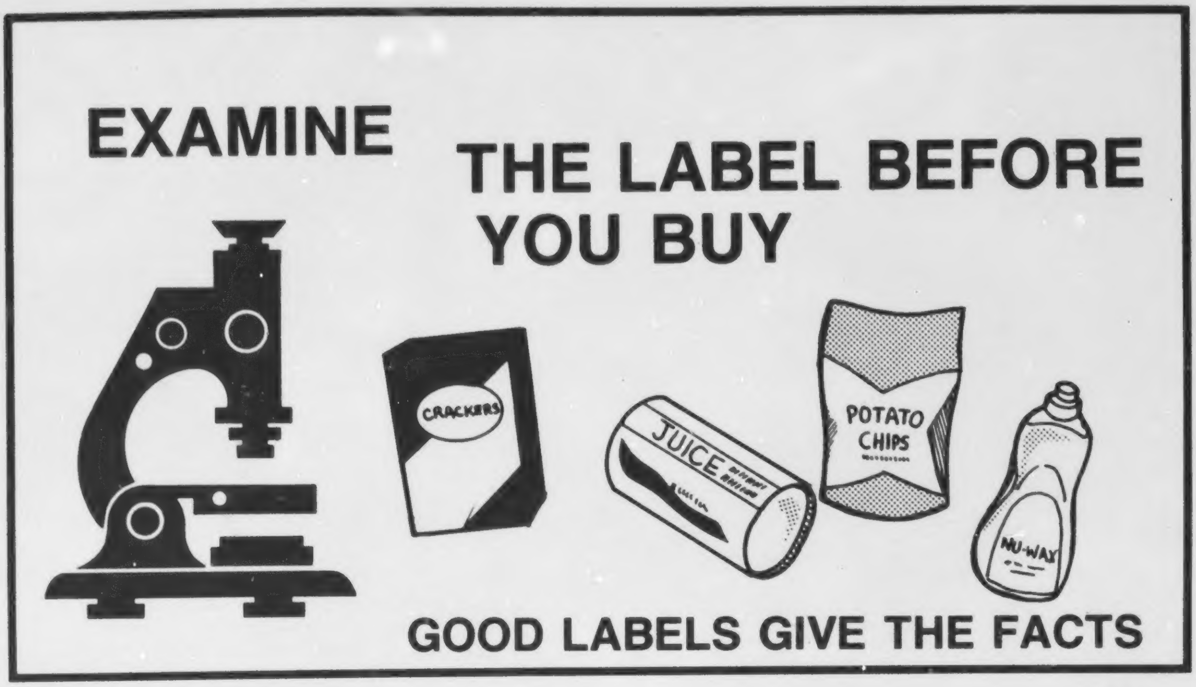
FOR tickets to Concert

Joe Blow

10112211103071 890

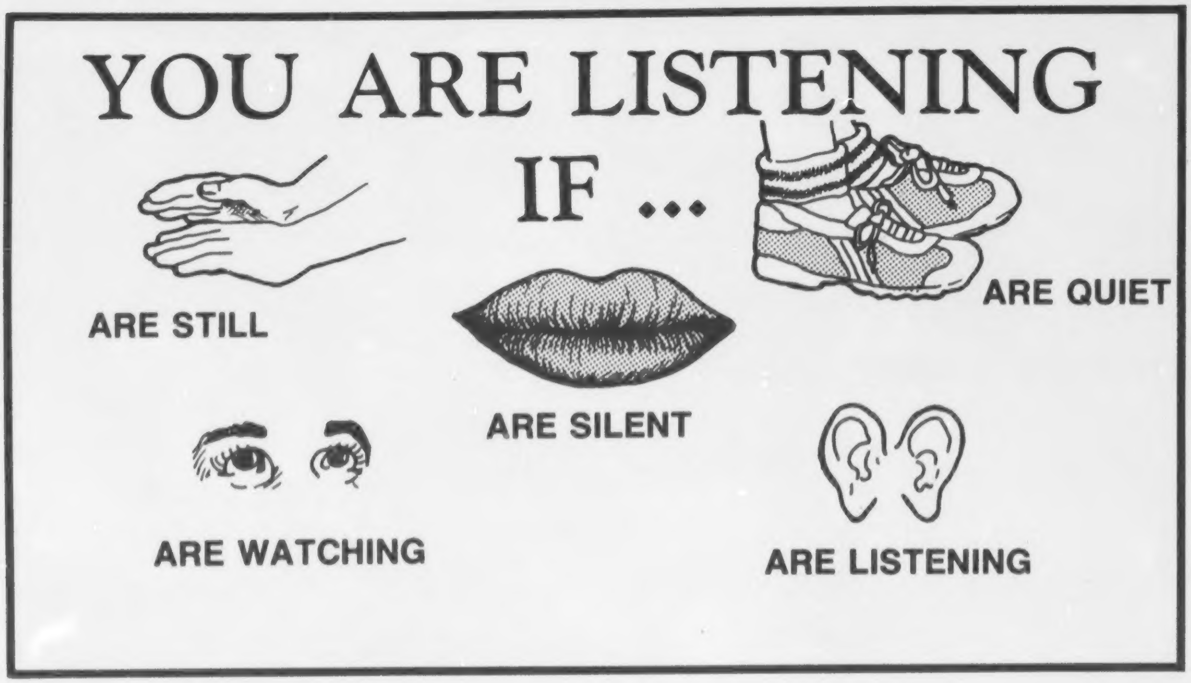
General Instructions:

1. Use a large sheet of all purpose paper to make check.
2. Cut out letters or hand script.


EXAMINE
THE LABEL BEFORE YOU BUY
CRACKERS
JUICE
POTATO CHIPS
NU-WAX
GOOD LABELS GIVE THE FACTS

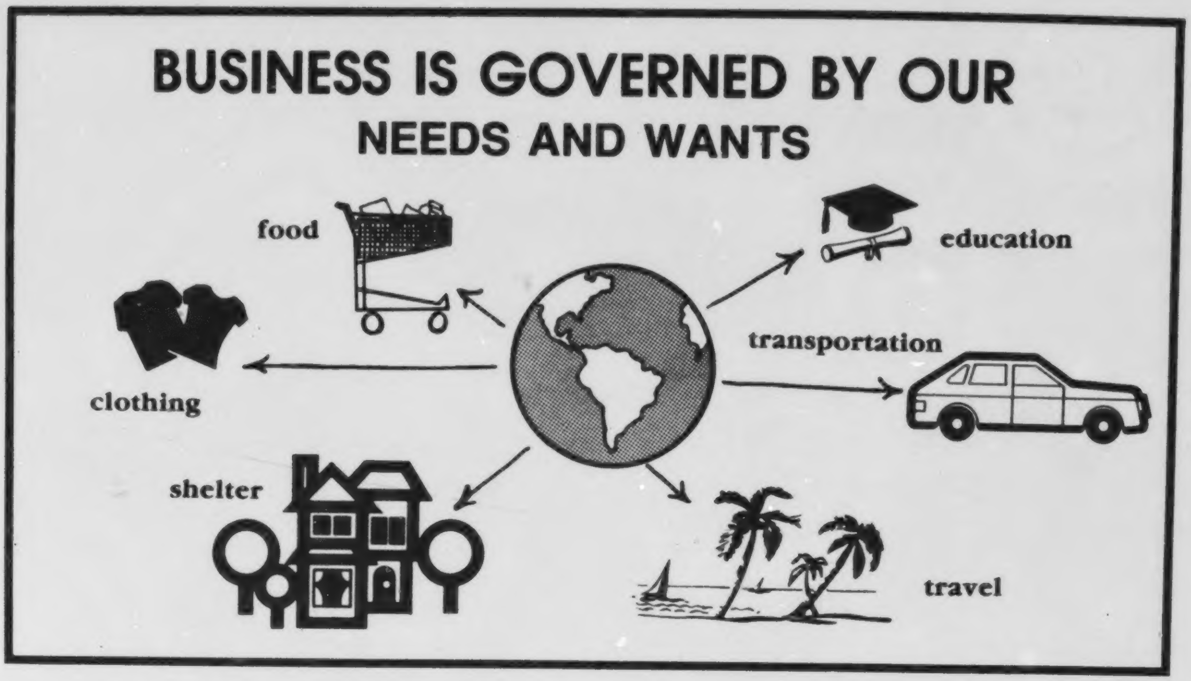
General Instructions:

1. Use background, lettering, and border of your choice.
2. Enlarge a picture of a microscope; use black construction paper.
3. Have students collect labels and place them on the bulletin board.


YOU ARE LISTENING IF ...
ARE STILL
ARE QUIET
ARE SILENT
ARE WATCHING
ARE LISTENING

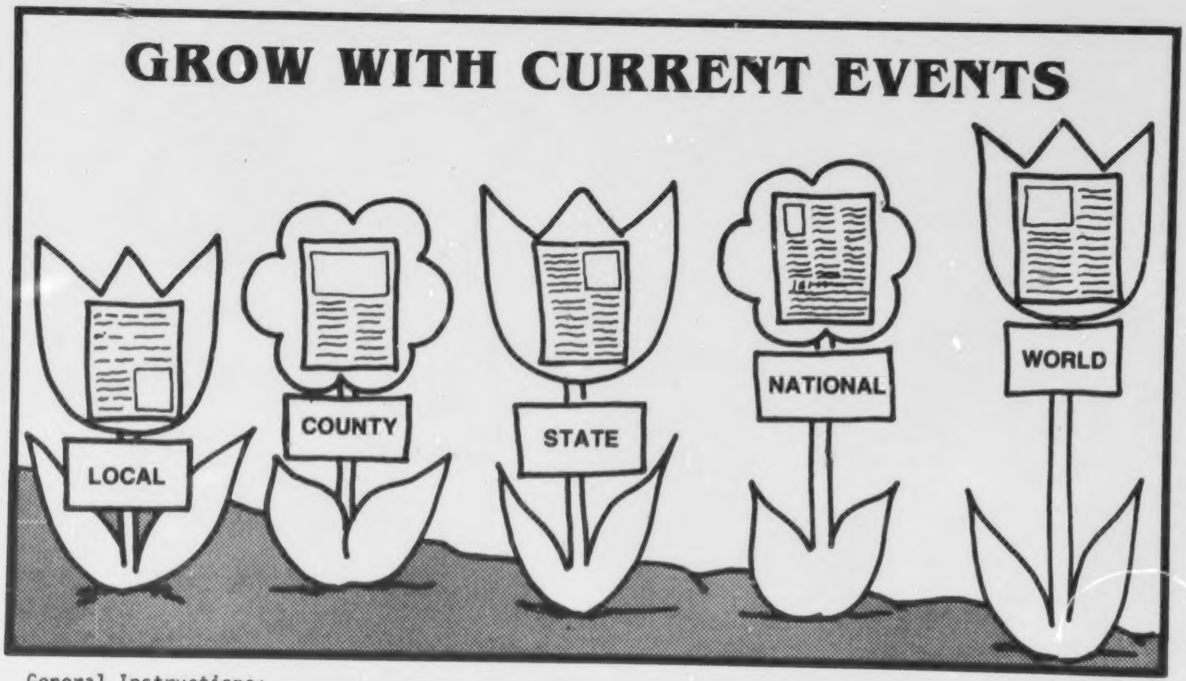
General Instructions:

1. Use background, lettering, and border of your choice.
2. Enlarge pictures on construction paper, or cut them from magazines.


BUSINESS IS GOVERNED BY OUR
NEEDS AND WANTS
food
education
clothing
transportation
shelter
travel

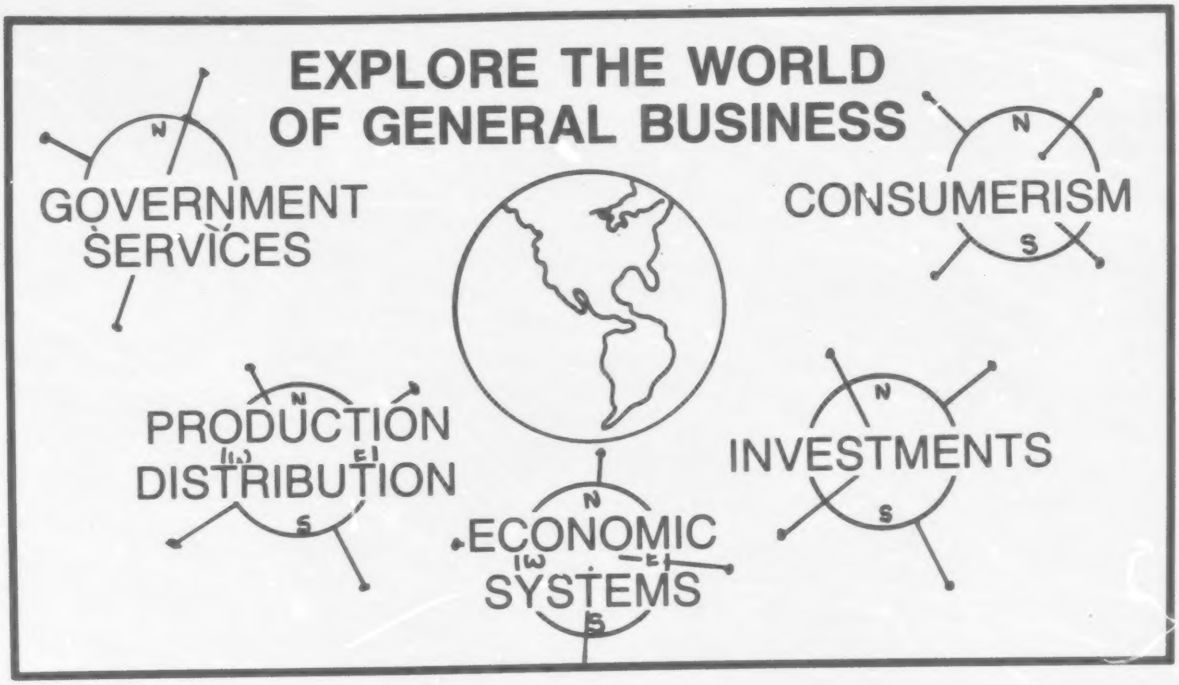
General Instructions:

1. Use background, lettering, and border of your choice.
2. Cut pictures of items from magazines.


GROW WITH CURRENT EVENTS
LOCAL
COUNTY
STATE
NATIONAL
WORLD

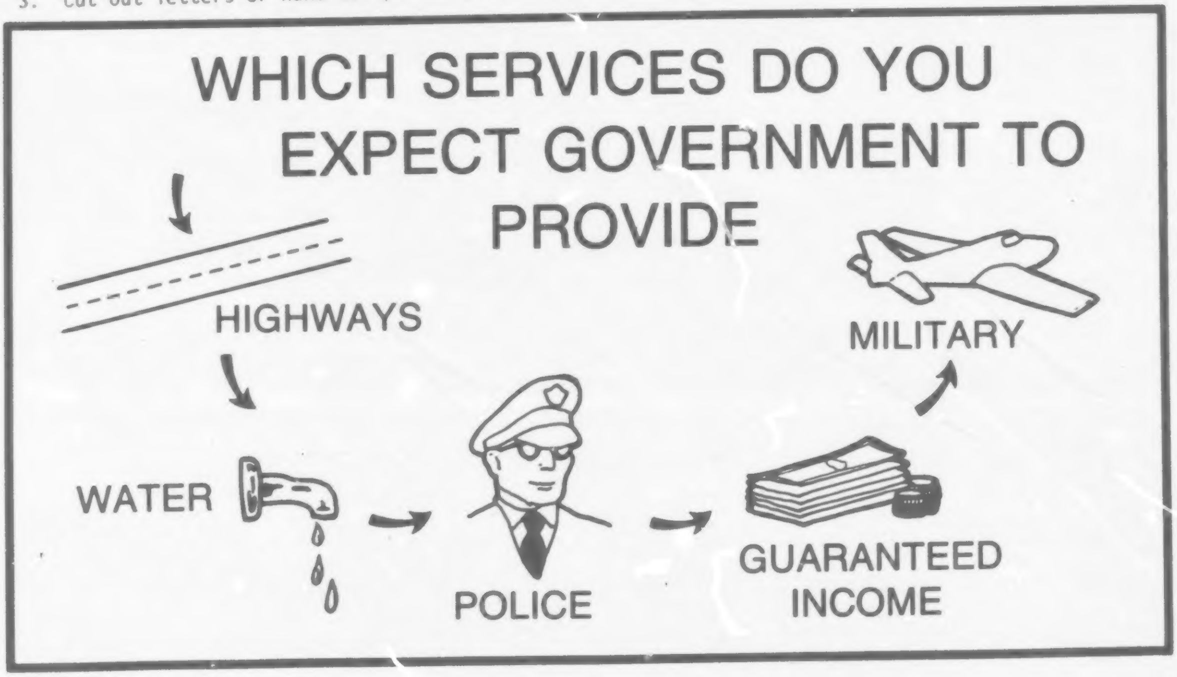
General Instructions:

1. Use background, lettering, and border of your choice.
2. Make flowers from construction paper; use bright colors. Use construction paper for the ground.
3. Put samples of newspaper articles pertaining to business on the flowers. Articles may be changed daily. Students could be required to bring articles for the bulletin board.


EXPLORE THE WORLD OF GENERAL BUSINESS
GOVERNMENT SERVICES
CONSUMERISM
PRODUCTION DISTRIBUTION
INVESTMENTS
ECONOMIC SYSTEMS
N
S
W
E

General Instructions:

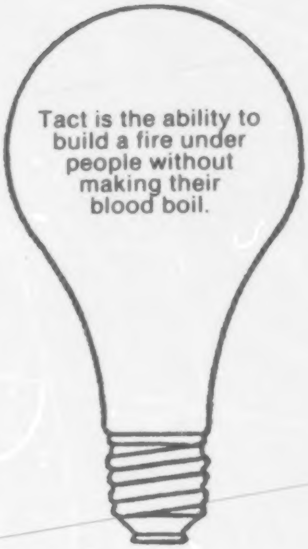
1. Cut out picture of world and color in with crayon or tempra paint.
2. Cut out other five globes and keep blank.
3. Cut out letters or hand script and place on bulletin board.


WHICH SERVICES DO YOU EXPECT GOVERNMENT TO PROVIDE
HIGHWAYS
MILITARY
WATER
POLICE
GUARANTEED INCOME

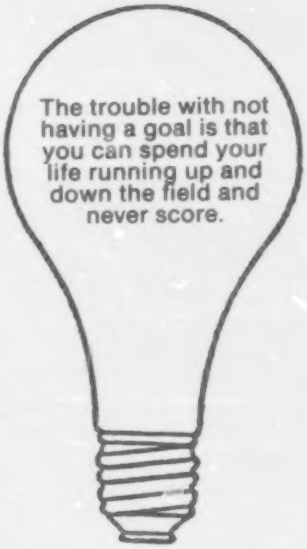
General Instructions:

1. Cut out letters or hand script.
2. Draw a rough draft of a highway and cut out pictures of other objects.
3. Play money and/or model planes can be used instead of pictures.

SKILLS



Tact is the ability to build a fire under people without making their blood boil.



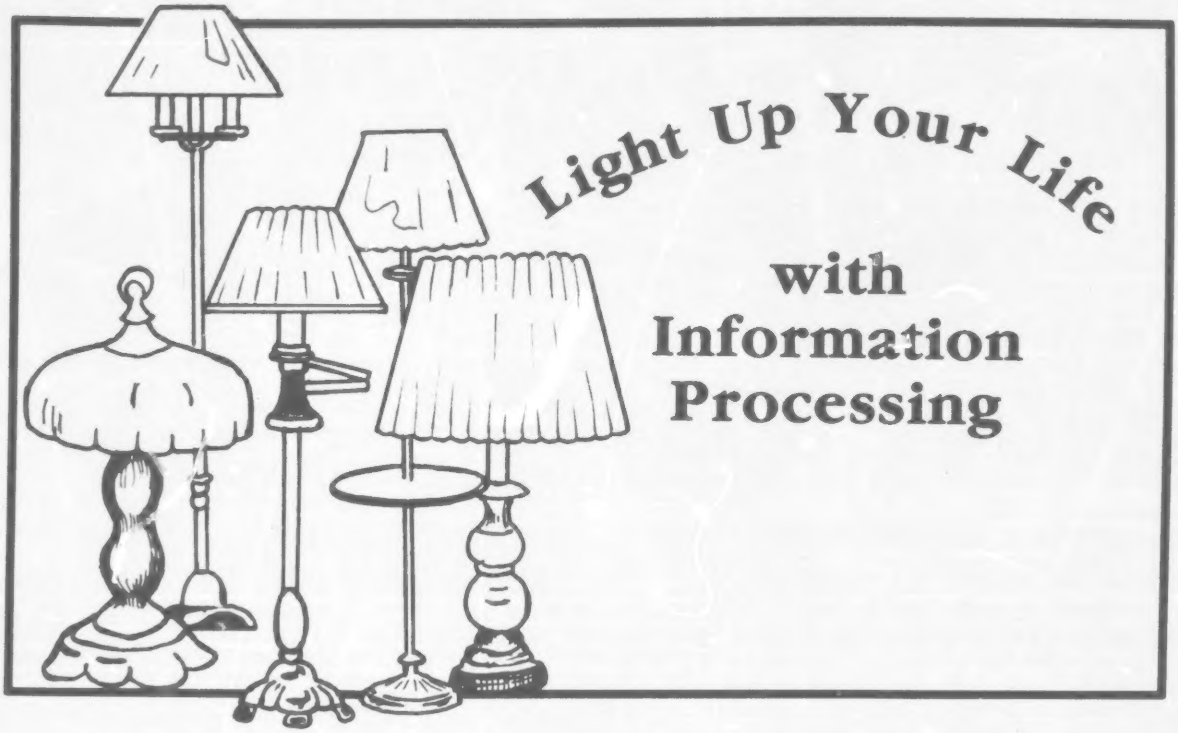
The trouble with not having a goal is that you can spend your life running up and down the field and never score.

What wisdom can you find that is greater than kindness?

The greatest undeveloped territory in the world lies under your hat.

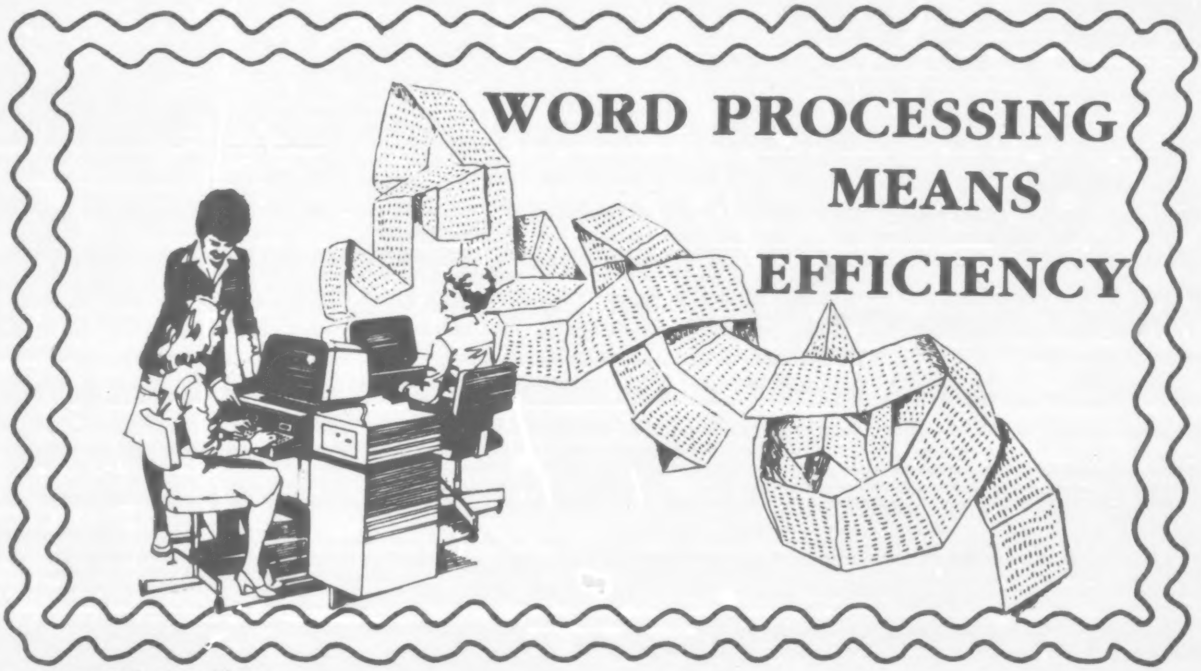
The label on the door to opportunity reads PUSH.

Information Processing


Light Up Your Life
with
Information
Processing

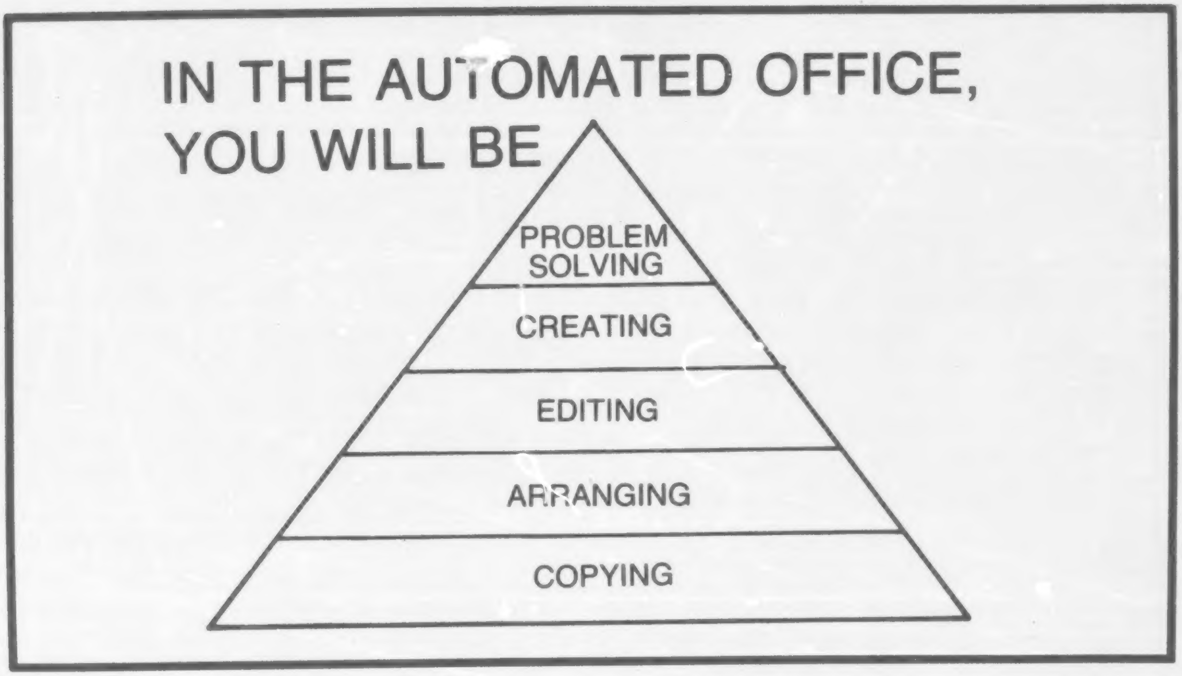
General Instructions:

1. Draw or find pictures of lamps. Have a very dark background.
2. Make all lettering bright yellow.


WORD PROCESSING
MEANS
EFFICIENCY

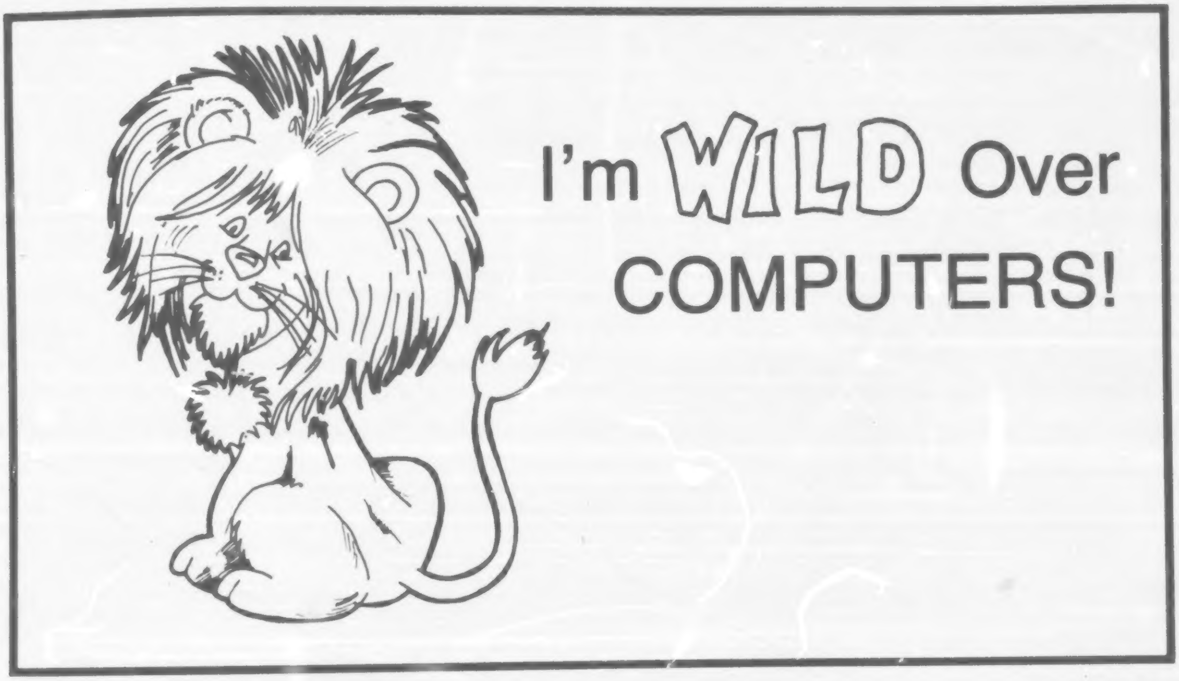
General Instructions:

1. Use corrugated cardboard (any color you desire).
2. Find a picture or draw a picture with use of overhead projector.
3. Try to find computer printout paper and tack on the board.


IN THE AUTOMATED OFFICE,
YOU WILL BE
PROBLEM SOLVING
CREATING
EDITING
ARRANGING
COPYING

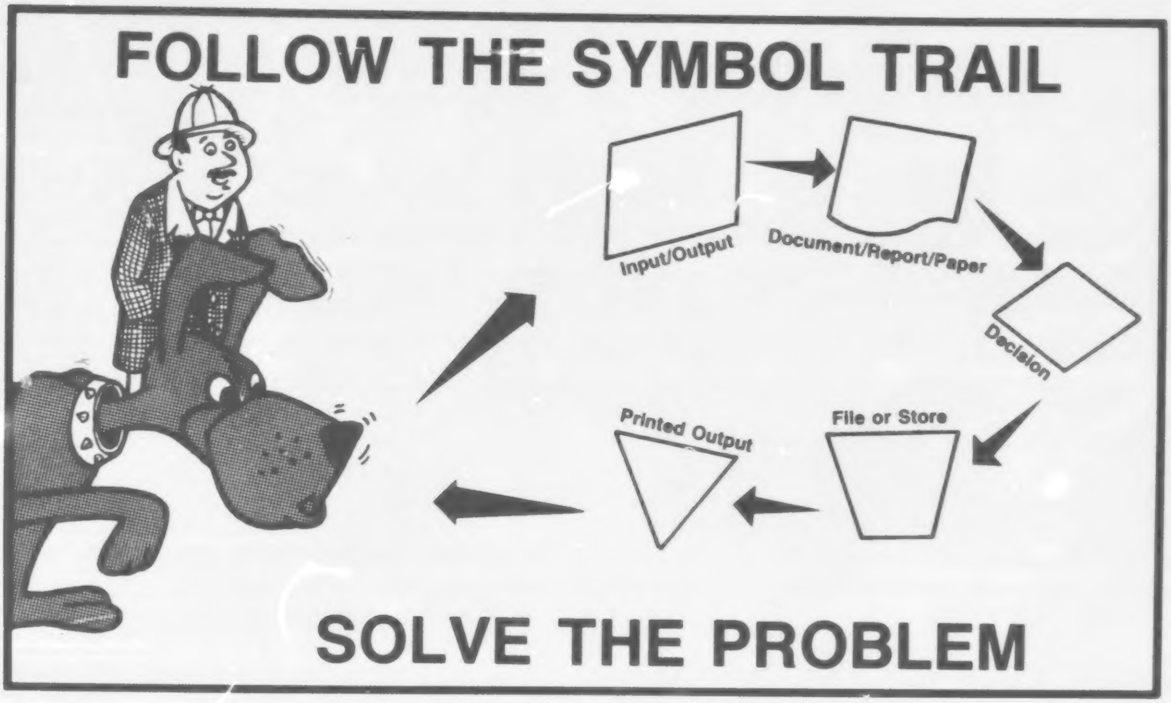
General Instructions:

1. Make the pyramid an earth color, i.e., tan, brown.
2. Lettering in pyramid should be a bright blue.
3. The heading of the bulletin board can be in a deep red or wine.


I'm WILD Over
COMPUTERS!

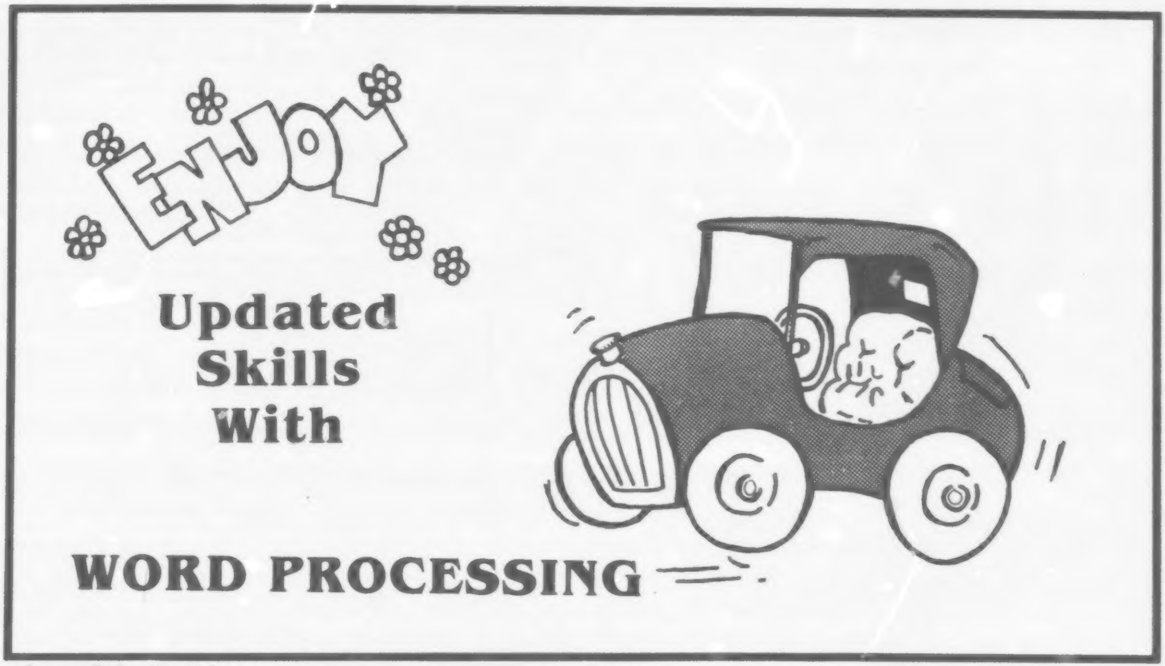
General Instructions:

1. Draw lion on bulletin board using overhead projector. Fake fur can be used for mane and tail.
2. Make the word "WILD" the same color (may be the same material as the lion's mane). Make all other lettering simple block letters.


FOLLOW THE SYMBOL TRAIL
Input/Output
Document/Report/Paper
Decision
File or Store
Printed Output
SOLVE THE PROBLEM

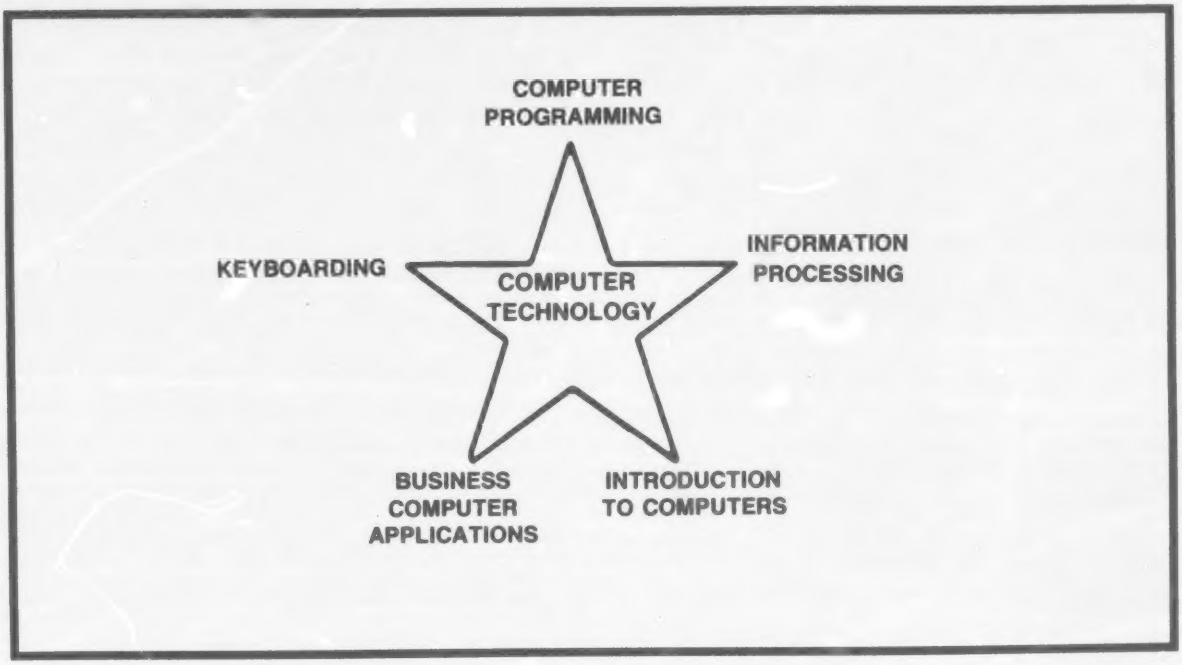
General Instructions:

1. Make bloodhound brown. Make arrows red. Make arrows between papers pastel colors.
2. Use dark lettering for all words.


ENJOY
Updated
Skills
With
WORD PROCESSING

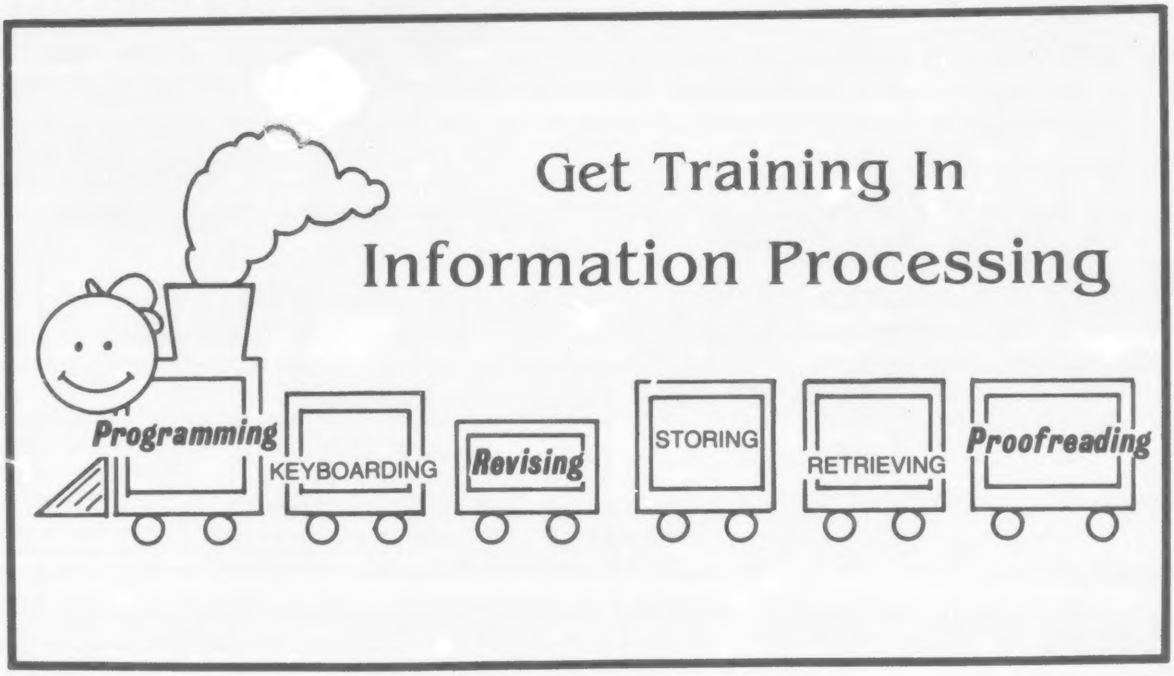
General Instructions:

1. The word "ENJOY" should be a dark yellow with a dark blue edge.
2. Make the jalopy a bright red with black tires.
3. All other lettering should be a simple block and black.


COMPUTER
PROGRAMMING
KEYBOARDING
INFORMATION
PROCESSING
COMPUTER
TECHNOLOGY
BUSINESS
COMPUTER
APPLICATIONS
INTRODUCTION
TO COMPUTERS

General Instructions:

1. Make a dark background with a silver or gold star (star may also be yellow paper).
2. All lettering around the star should be black or blue on white poster paper.
3. The lettering in the star should be black.

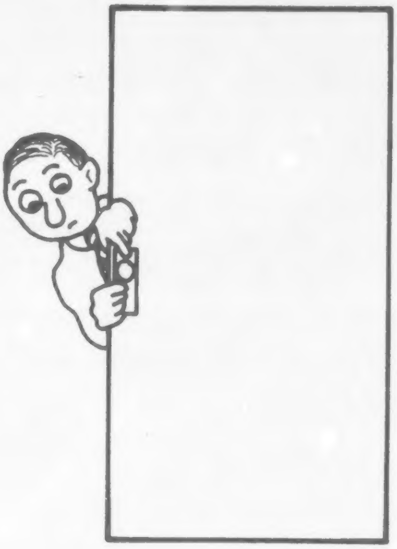

Get Training In
Information Processing
Programming
KEYBOARDING
Revising
STORING
RETRIEVING
Proofreading

General Instructions:

1. Make train engine black. All other cars different colors. Note: Make last car red.
2. Make all lettering in contrasting colors, e.g., white on black, yellow on blue, green on red.
3. Smoke can be cotton or white paper.

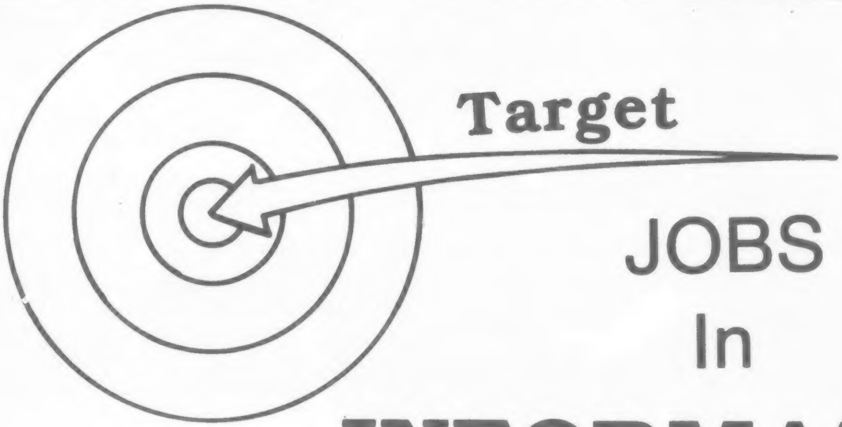
Come On In!

LEARN
INFORMATION
PROCESSING



General Instructions:

1. Make large door of brown, double folded wrapping paper.
2. Place yellow or brass colored knob on door.
3. Draw a person from white poster paper and cut out.
4. Make lettering bright eye catching colors.

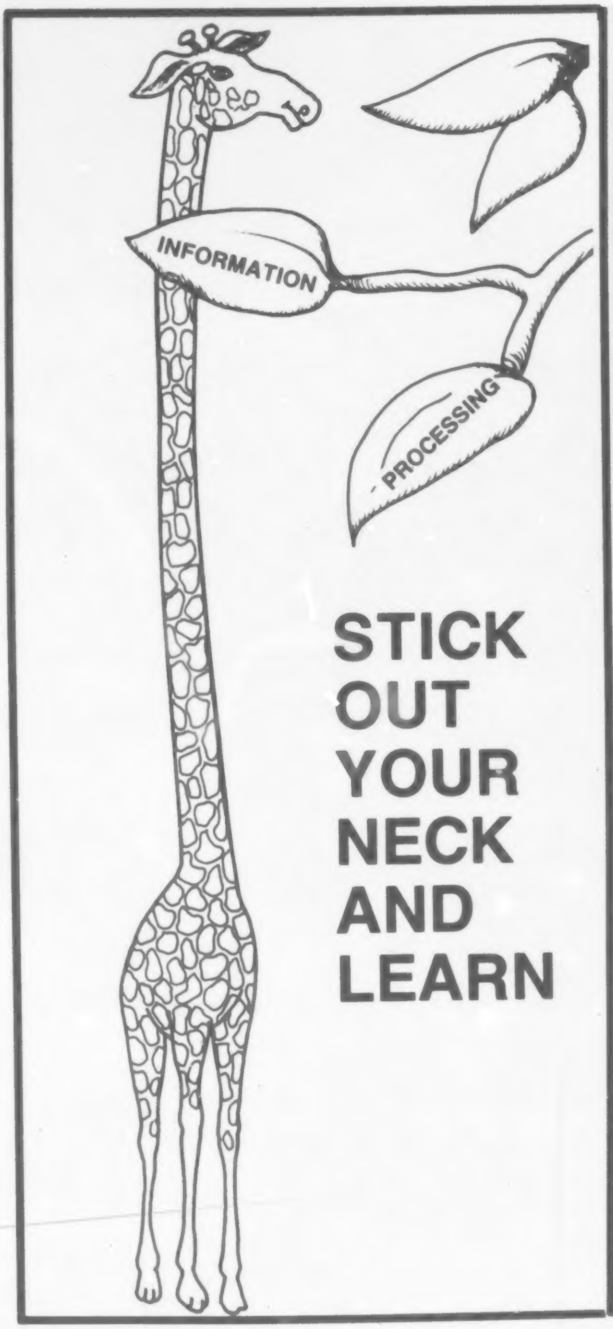


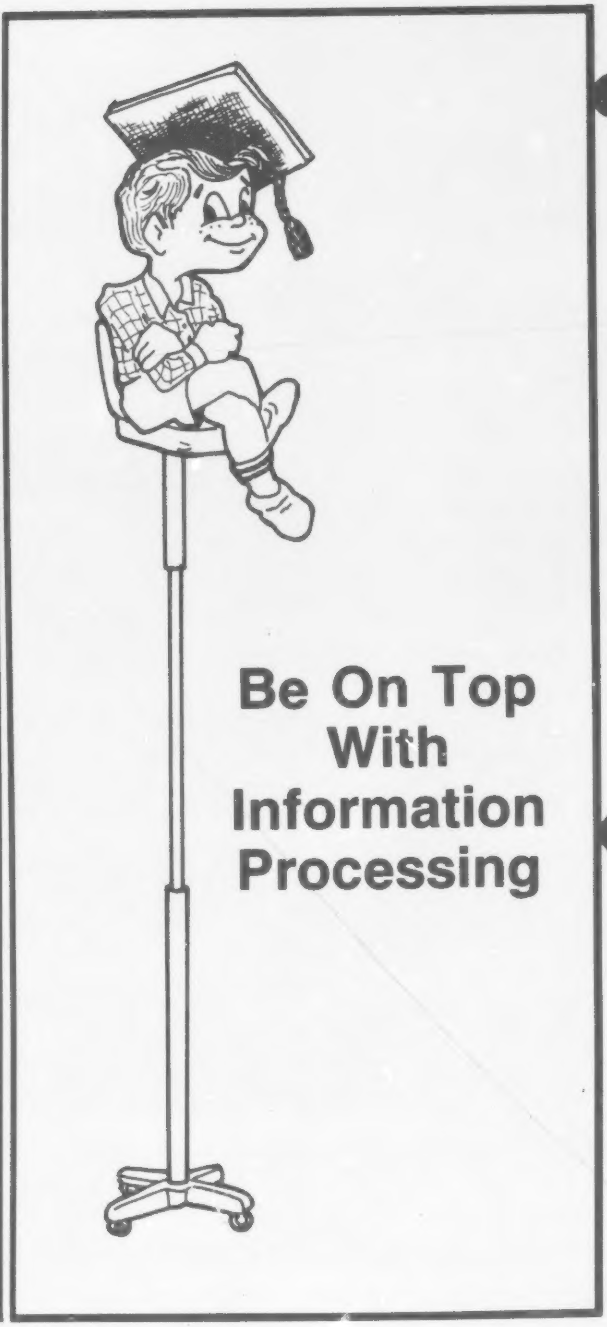
Target

JOBS
In
**INFORMATION
PROCESSING**

General Instructions:

1. Make a red and white bulls eye with a big black arrow.
2. Make all lettering black.

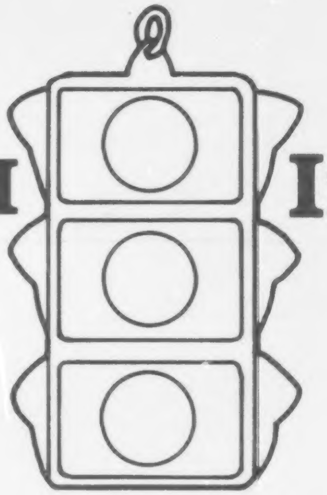

INFORMATION
PROCESSING
STICK OUT YOUR NECK AND LEARN


Be On Top With Information Processing

General Instructions:

1. Make the giraffe yellow with orange spots. Make the leaves light green.
2. Use dark green for lettering.
3. Make stool black with aluminum foil pole. Make the cap on the little boy black. Make lettering black.

GO
WITH



Information
Processing

General Instructions:

1. Make traffic light from cereal boxes. They may be covered with foil.
2. Make three circles each with a red, yellow, and green.
3. Make the word "GO" in green with all other lettering black.

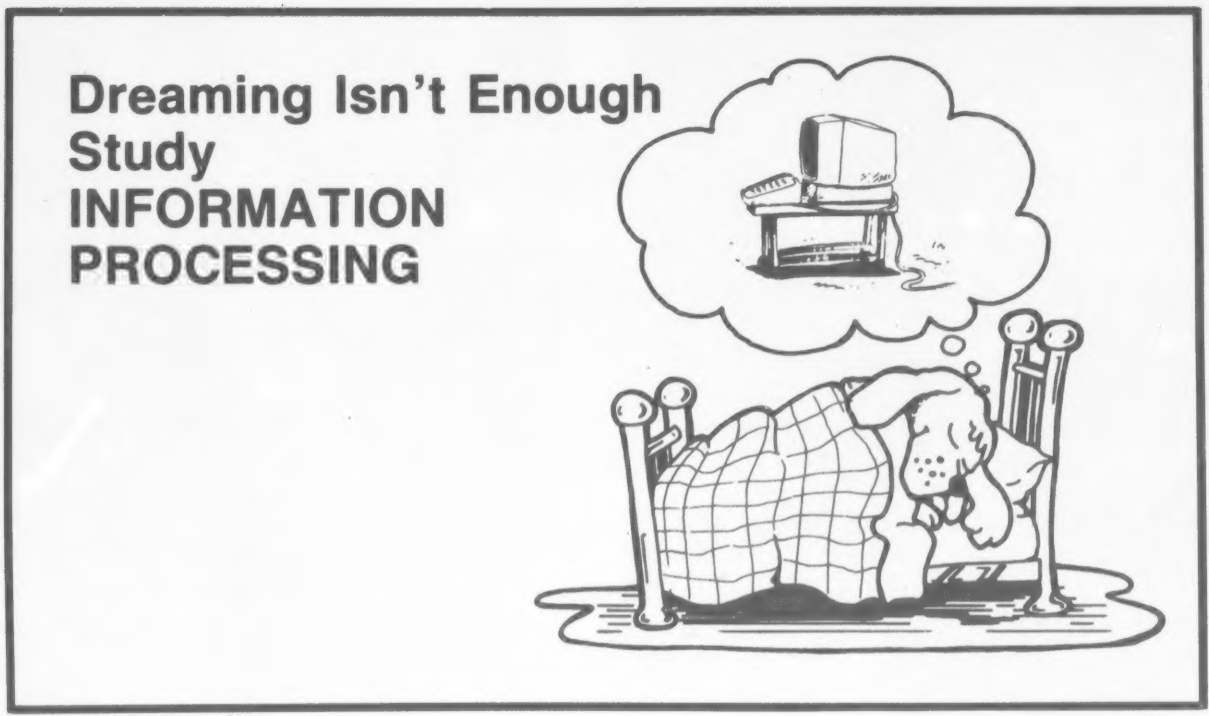
Information Processing

POINTS
THE
WAY
to

Jobs In The 80's!

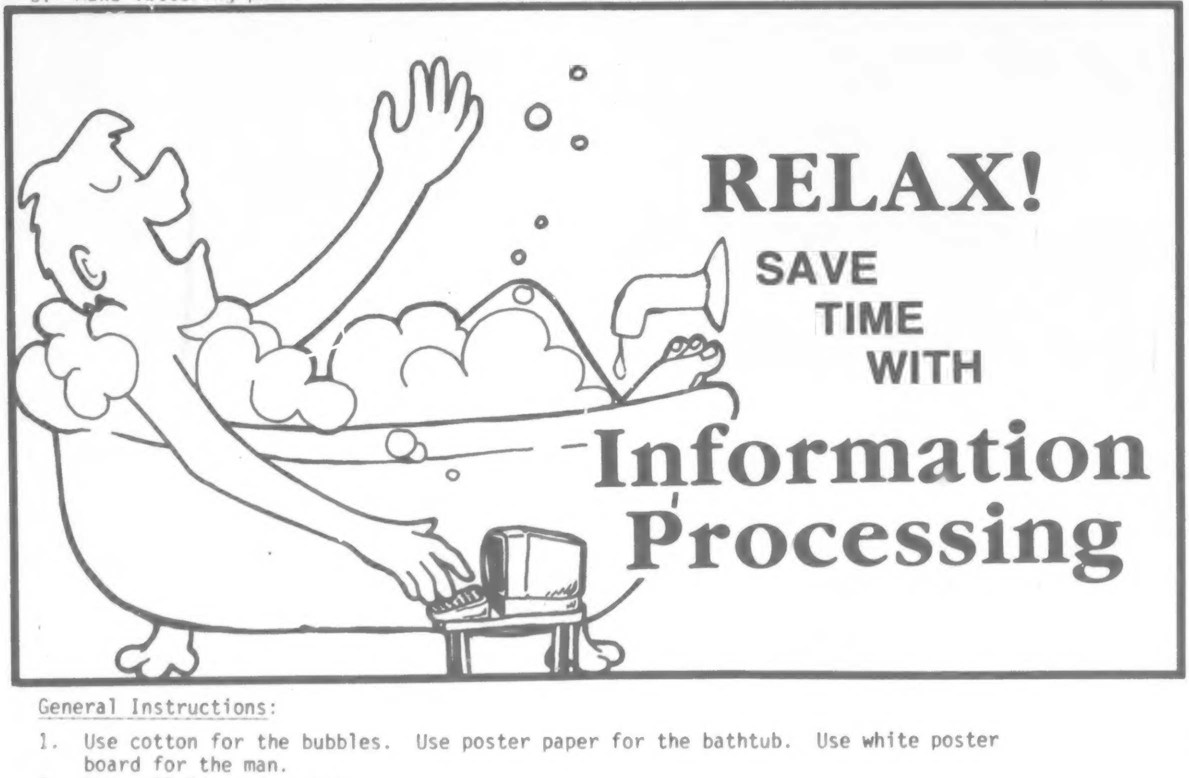
General Instructions:

1. Make arrow black. Make lettering on arrow white, silver, or gold.
2. Make all other lettering a bright color, i.e., red, violet.


Dreaming Isn't Enough
Study
INFORMATION
PROCESSING

General Instructions:

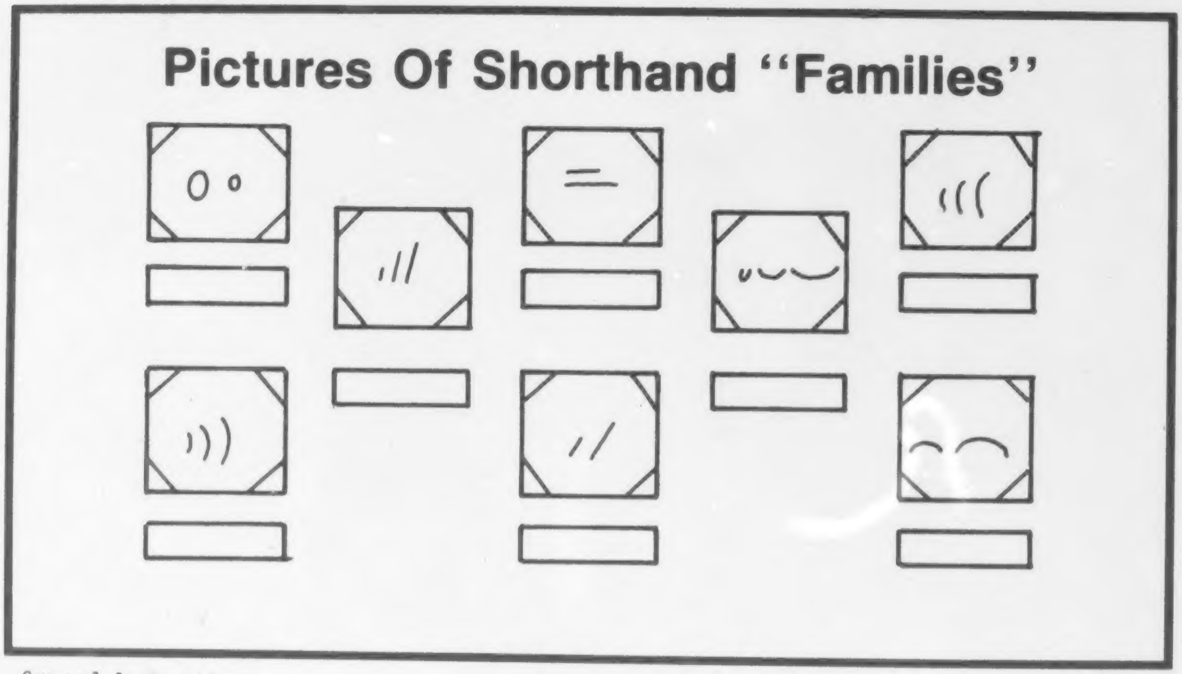
1. Make a dark background with a white comic cloud.
2. Make bed posts yellow or brass (foil) and brightly color the blanket.
3. Make lettering pastel on the dark surface.


RELAX!
SAVE
TIME
WITH
Information
Processing

General Instructions:

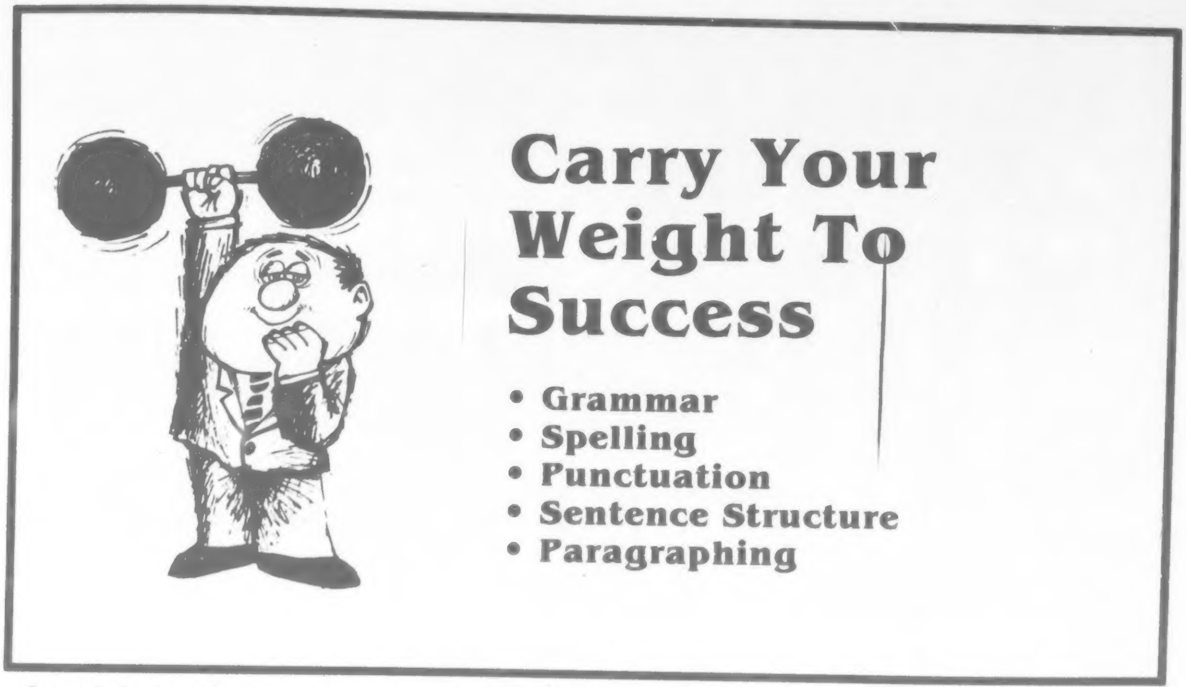
1. Use cotton for the bubbles. Use poster paper for the bathtub. Use white poster board for the man.
2. Make all lettering dark.

Shorthand


Pictures Of Shorthand "Families"

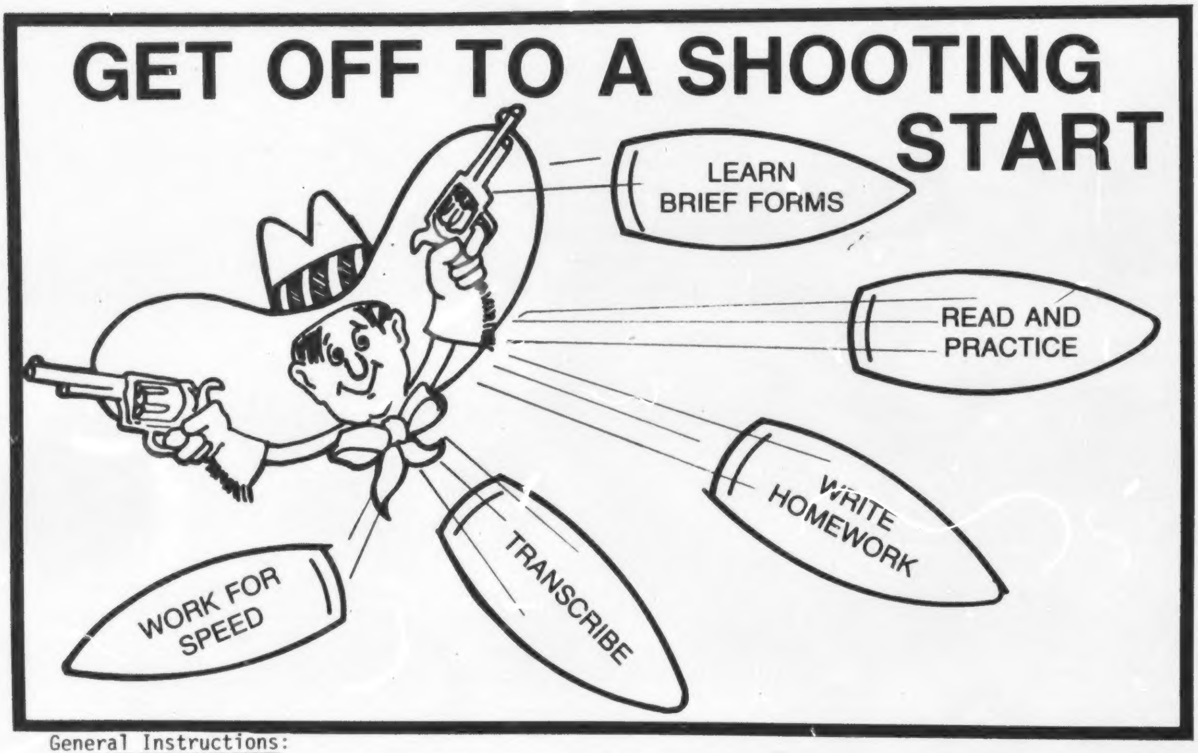
General Instructions:

1. Use a black background. Obtain real picture album tabs and place word families on bulletin board.
2. Use white paper and shorthand symbols in bright blues, reds, greens, oranges, and violets.


Carry Your Weight To Success
• Grammar
• Spelling
• Punctuation
• Sentence Structure
• Paragraphing

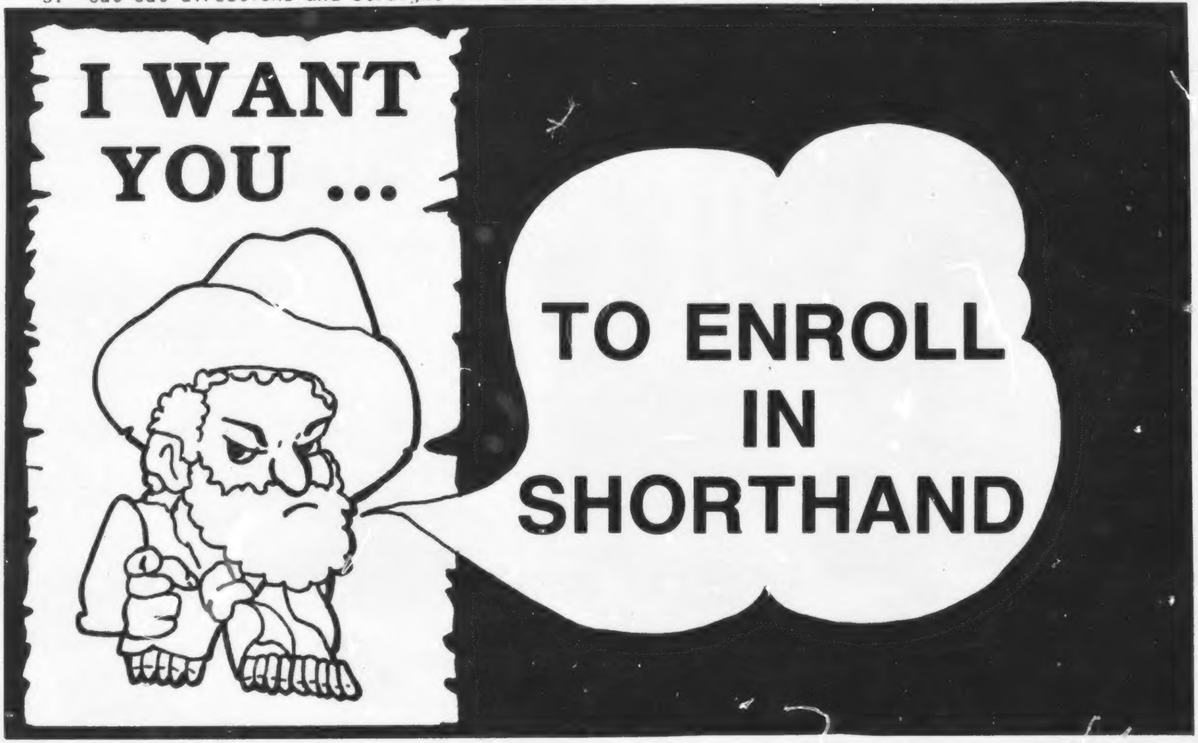
General Instructions:

1. Use two black or silver balloons for barbells.
2. Sketch a man on the background paper.
3. Place "Carry your weight to success" in black or silver lettering. Place "grammar, spelling, etc." in light blue lettering.
4. Background can be white.


GET OFF TO A SHOOTING START
LEARN BRIEF FORMS
READ AND PRACTICE
WRITE HOMEWORK
TRANSCRIBE
WORK FOR SPEED

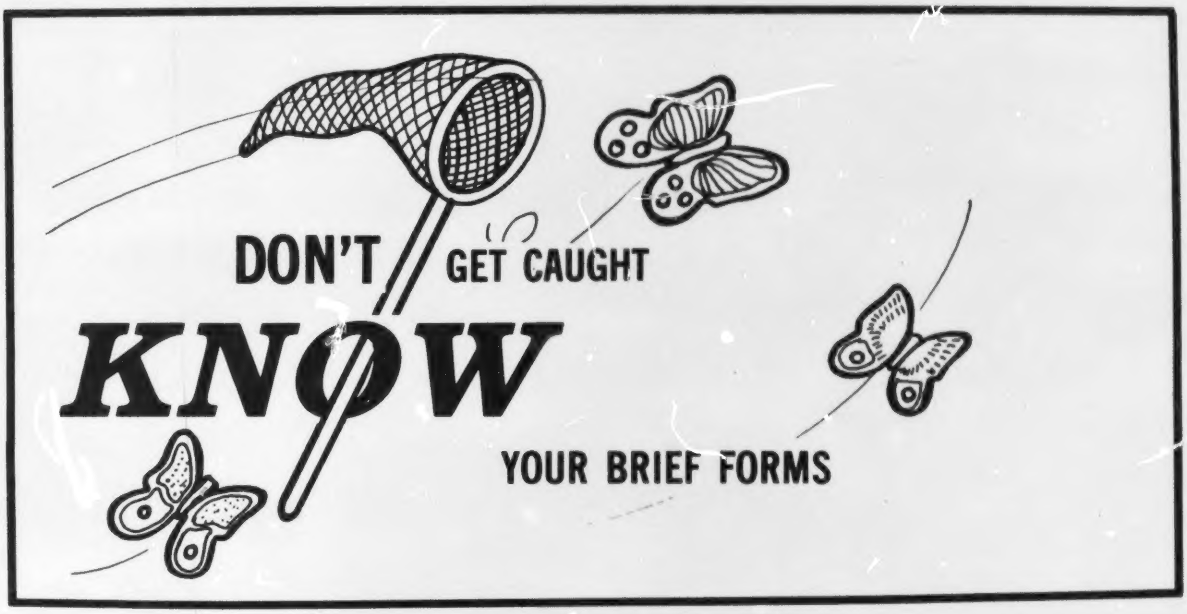
General Instructions:

1. Use a bright background and dark brown letters.
2. Cut guns and bullets from cardboard and cover with aluminum foil.
3. Cut out directions and straight pin on bullets. Words should be a pins length off the bullet.


I WANT YOU ...
TO ENROLL IN SHORTHAND

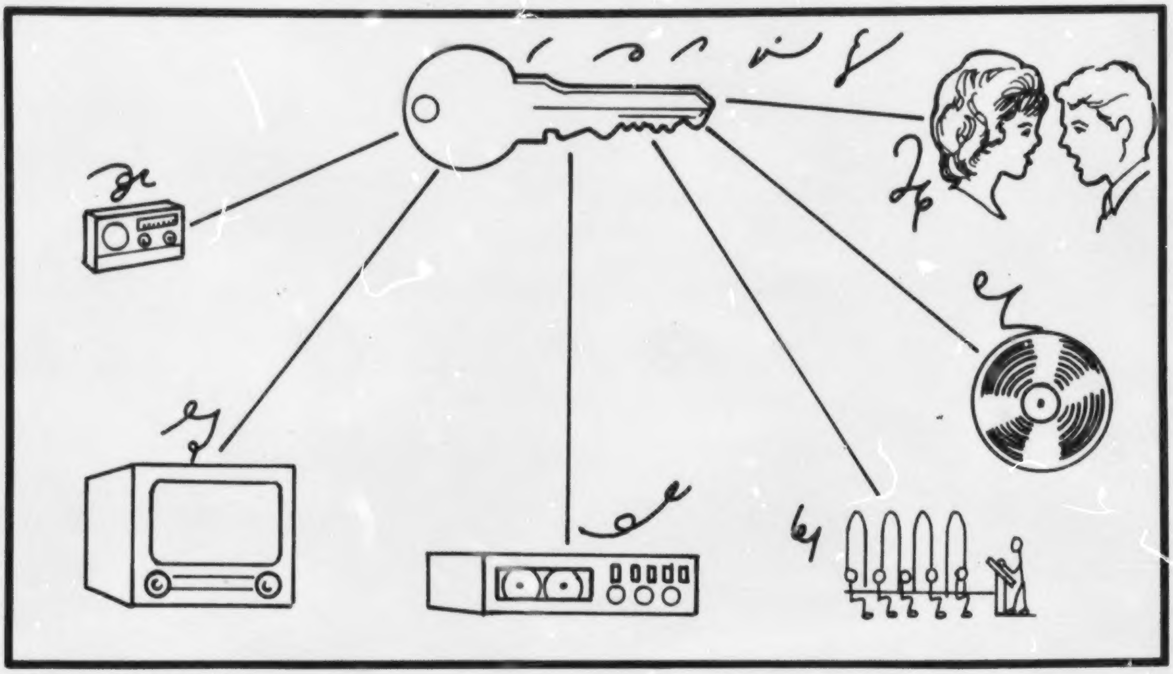
General Instructions:

1. Use a dark background. Use overhead projector to transfer bearded man on paper.


DON'T GET CAUGHT
KNOW
YOUR BRIEF FORMS

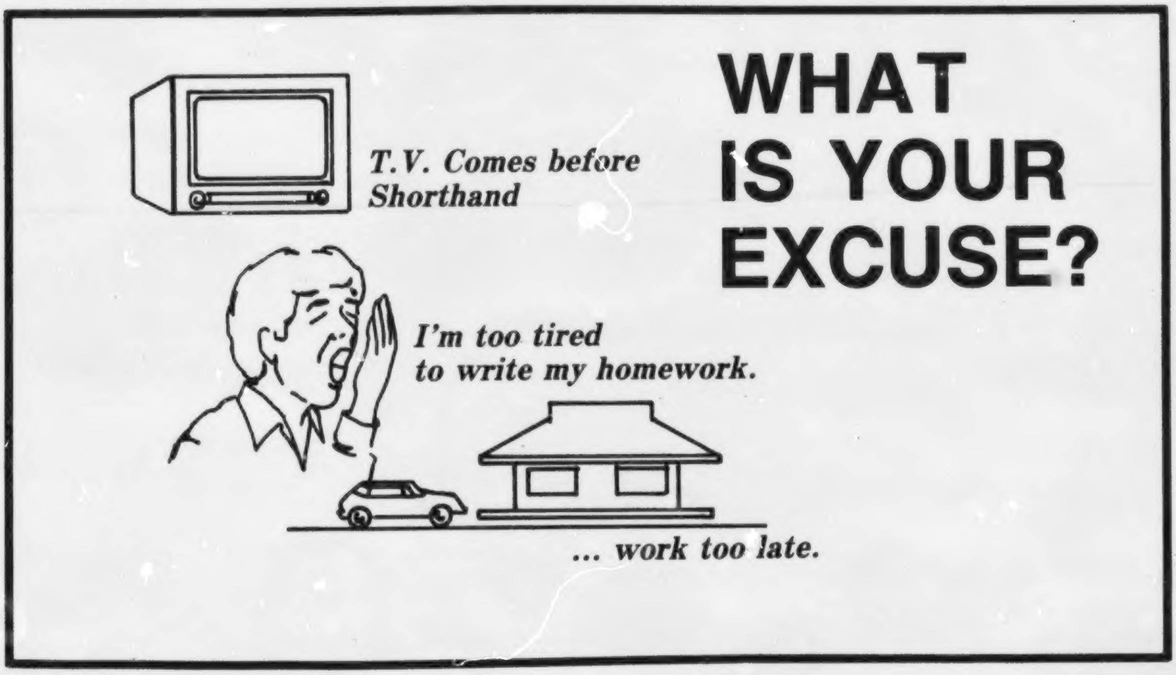
General Instructions:

1. Use a deep, dark color for the background (not black).
2. Put the word "KNOW" in bright yellow and all other lettering in pastel colors.
3. Use a real net or cut out a picture of a net.
4. Cut out butterflies from bright, shiny paper.



General Instructions:

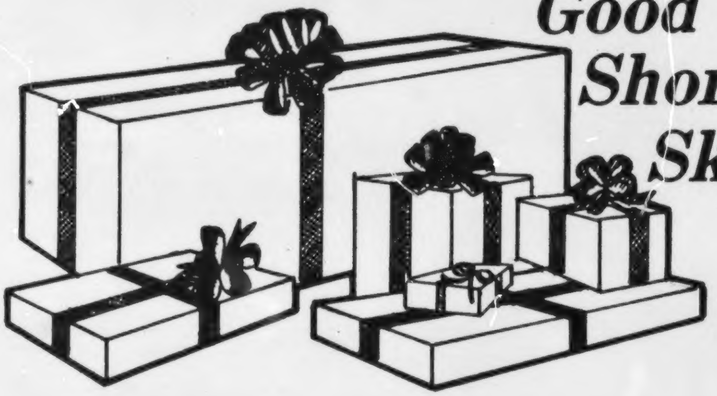
1. Use white tissue paper background.
2. Make key out of gold foil.
3. Tack on record and pictures of all other objects.
4. Write shorthand symbols directly on tissue paper by each object.


WHAT IS YOUR EXCUSE?
T.V. Comes before Shorthand
I'm too tired to write my homework.
... work too late.

General Instructions:

1. Use pastel background and pictures of all objects.
2. Use bold black lettering for "WHAT IS YOUR EXCUSE".
3. Use blue or other color for all other lettering.

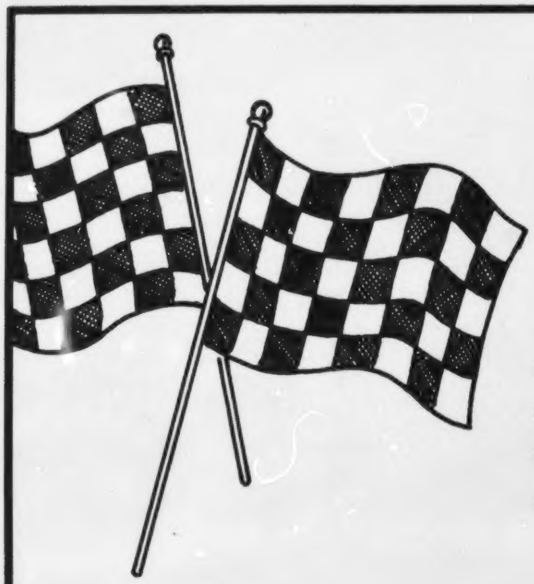
GIVE YOURSELF THE GIFT THAT KEEPS ON GIVING



Good Shorthand Skills.

General Instructions:

1. Gift wrap boxes and lids separately. Thumb tack boxes to bulletin board from inside. Place lids on boxes and add bows.
2. Make ribbons red and green with a gold foil background.
3. All lettering can be cut outs or painted in deep blue or purple.

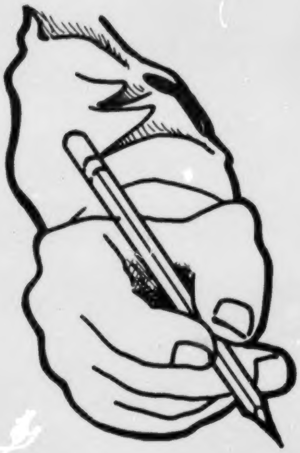


BE A WINNER BY

- Reading Proficiently
- Writing Legibly
- Transcribing Accurately
- Proofreading Carefully

General Instructions:

1. Use an old sheet to make red and white checker flags. Use black felt tip to make the checkers.
2. Make all lettering bright red and black.



DON'T HOLD IT

TIGHT

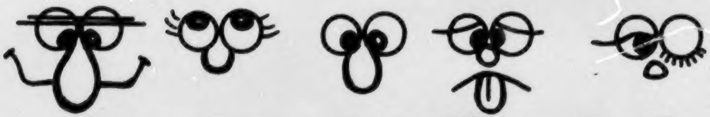
LET IT

WRITE

General Instructions:

1. Use background and lettering of your choice.
2. Make a transparency of a hand, enlarge on wall, and make a pattern.

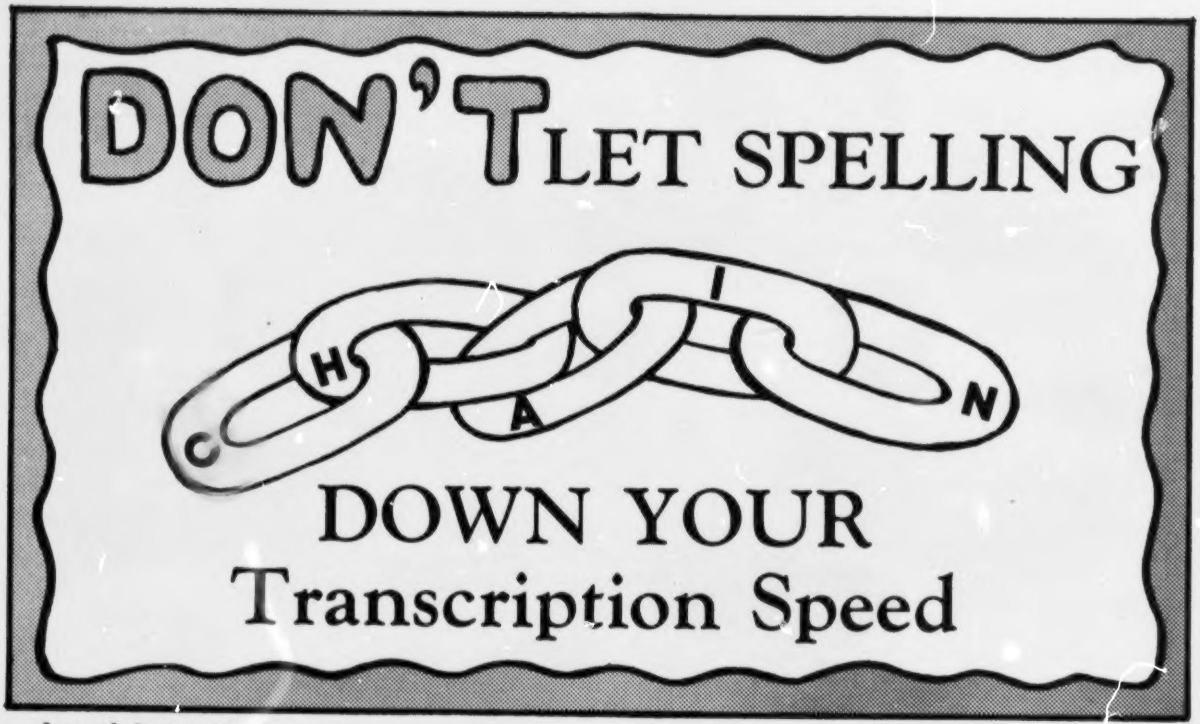
VOWELS HELP US SPELL



A E I O U

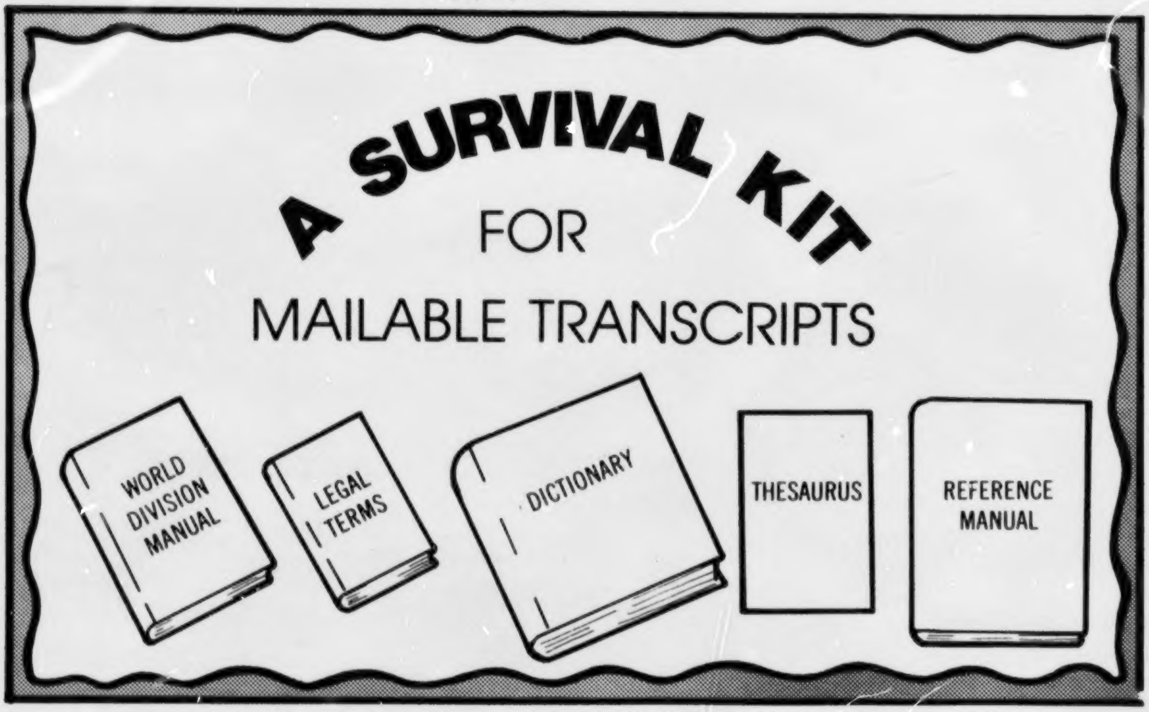
General Instructions:

1. Use background and lettering of your choice.
2. Use pipe cleaners for eye outlines, styrofoam balls for eyes, and yarn for lashes and mustaches.


DON'T LET SPELLING
C
H
A
I
N
DOWN YOUR
Transcription Speed

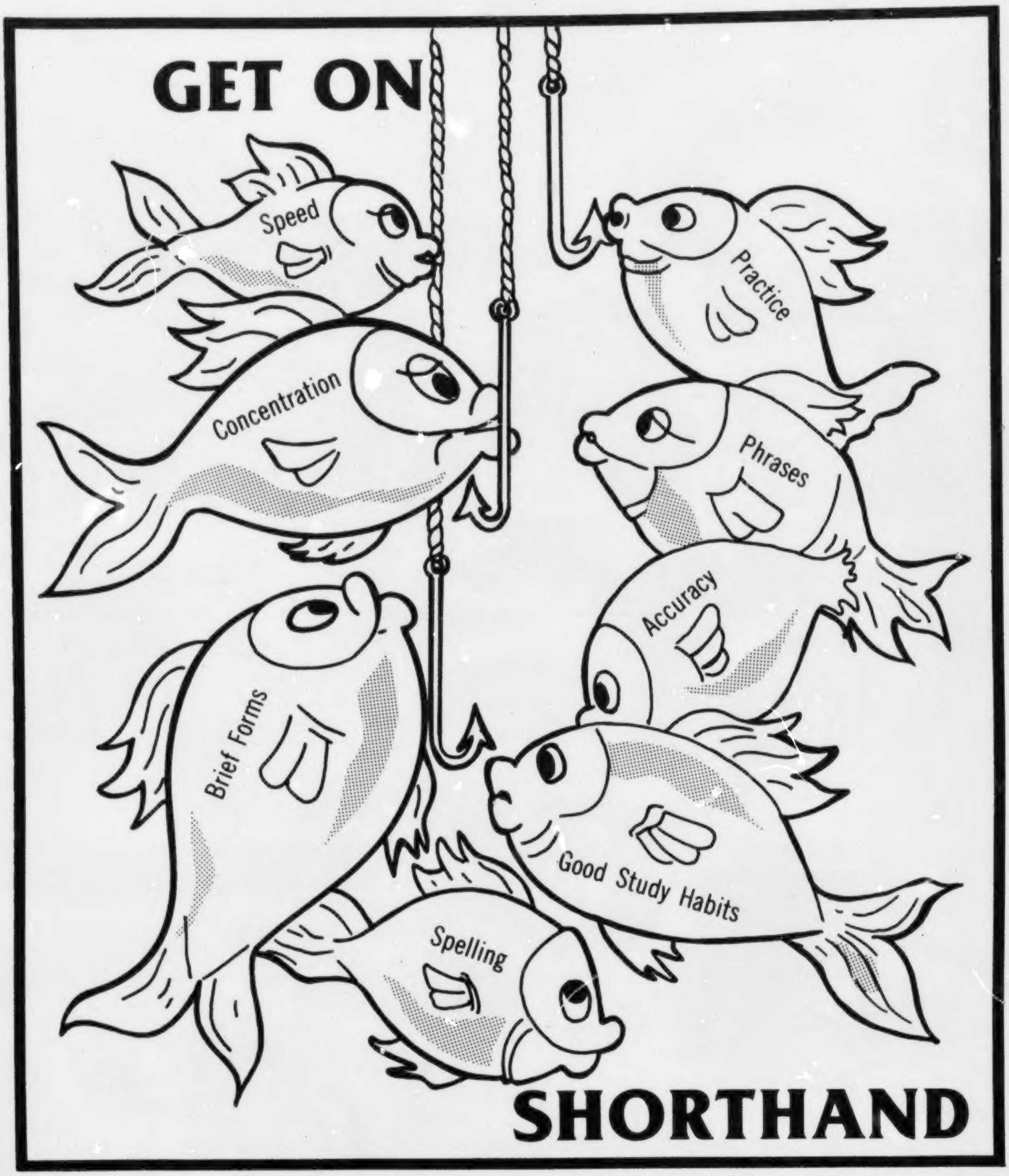
General Instructions:

1. Use background and lettering of your choice. Use a chain of your choice (real, styrofoam, or three dimensional construction paper).


A SURVIVAL KIT
FOR
MAILABLE TRANSCRIPTS
WORLD DIVISION MANUAL
LEGAL TERMS
DICTIONARY
THESAURUS
REFERENCE MANUAL

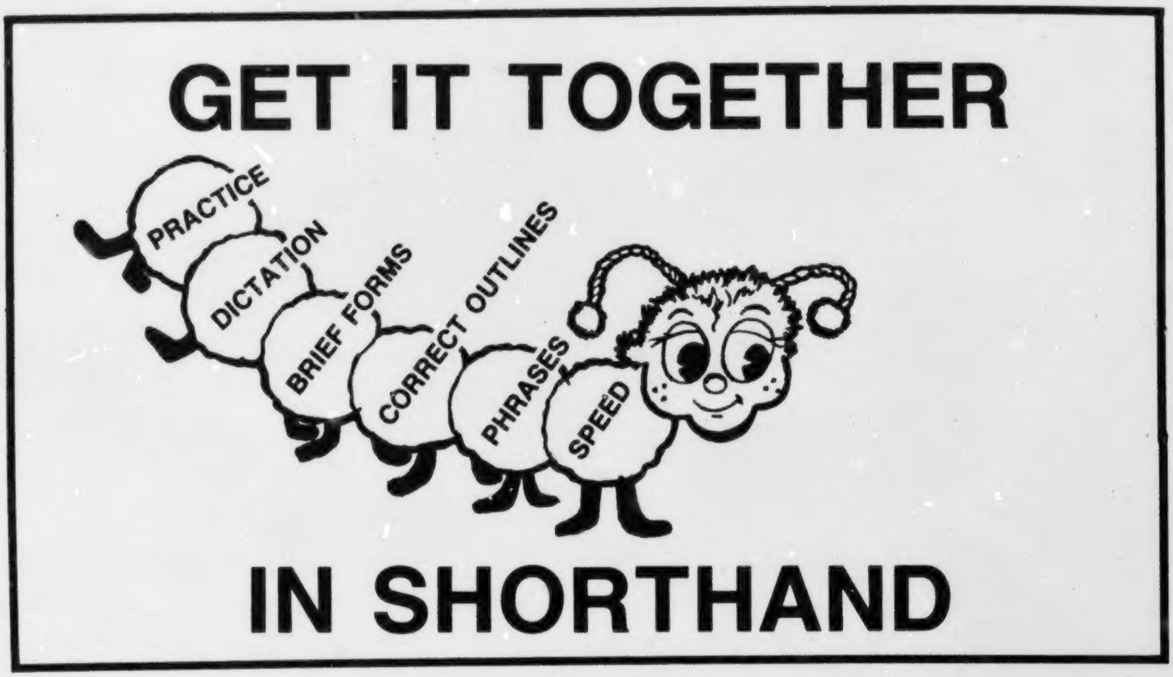
General Instructions:

1. Use background and lettering of your choice. Cut styrofoam books the actual size of real books.


GET ON
Speed
Practice
Concentration
Phrases
Accuracy
Brief Forms
Good Study Habits
Spelling
SHORTHAND

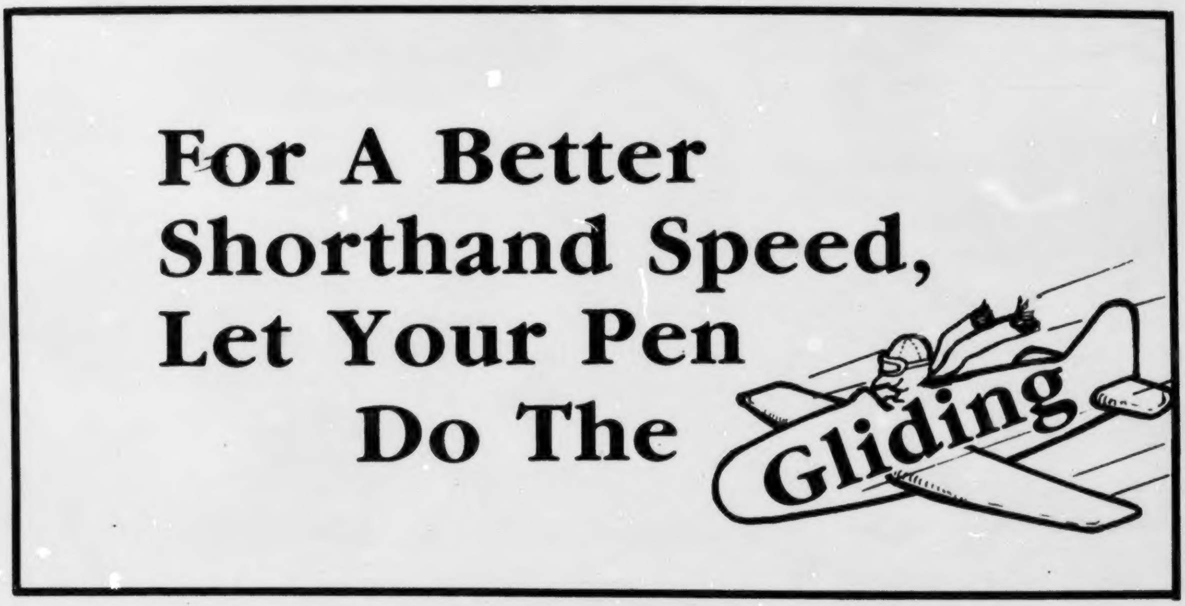
General Instructions:

1. Cut out large fish from bright colored construction paper.
2. Use cellophane or clear plastic for fins and tails of fish.
3. Use big, black spots for eyes.
4. Cut hooks from cardboard and cover with aluminum foil. Tie to cords.
5. Use blue background.


GET IT TOGETHER
PRACTICE
DICTATION
BRIEF FORMS
CORRECT OUTLINES
PHRASES
SPEED
IN SHORTHAND

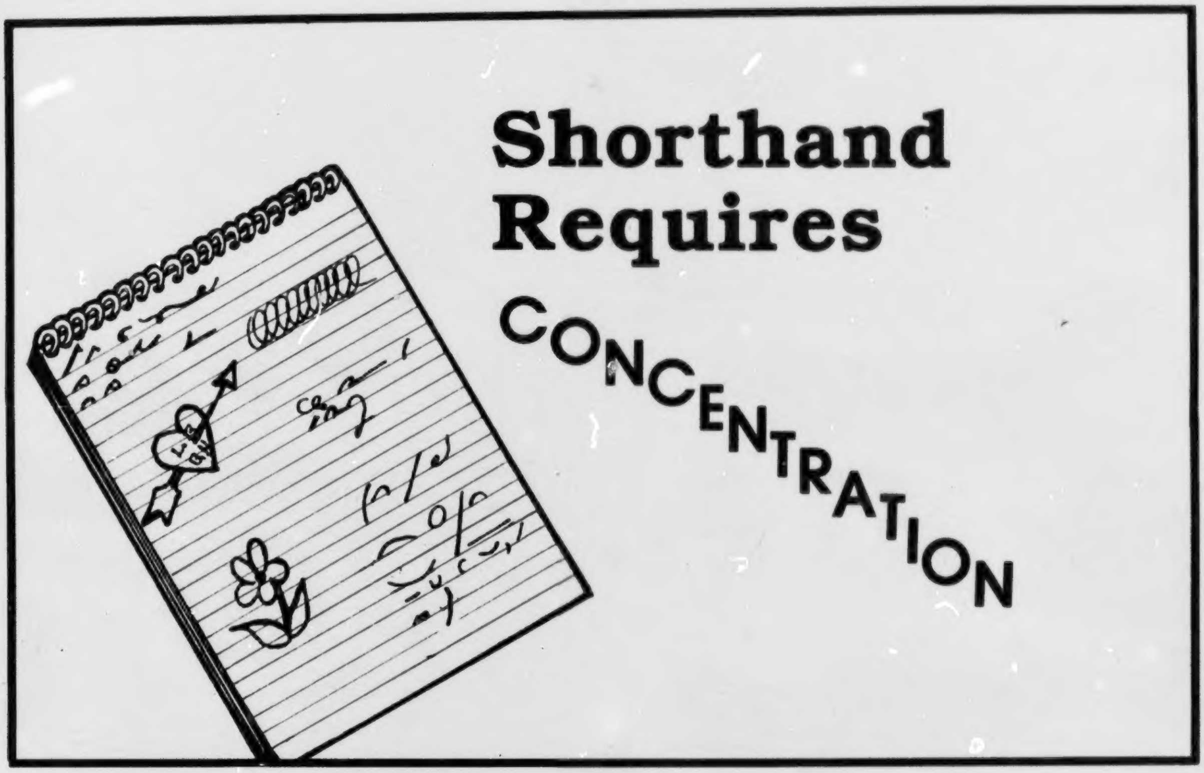
General Instructions:

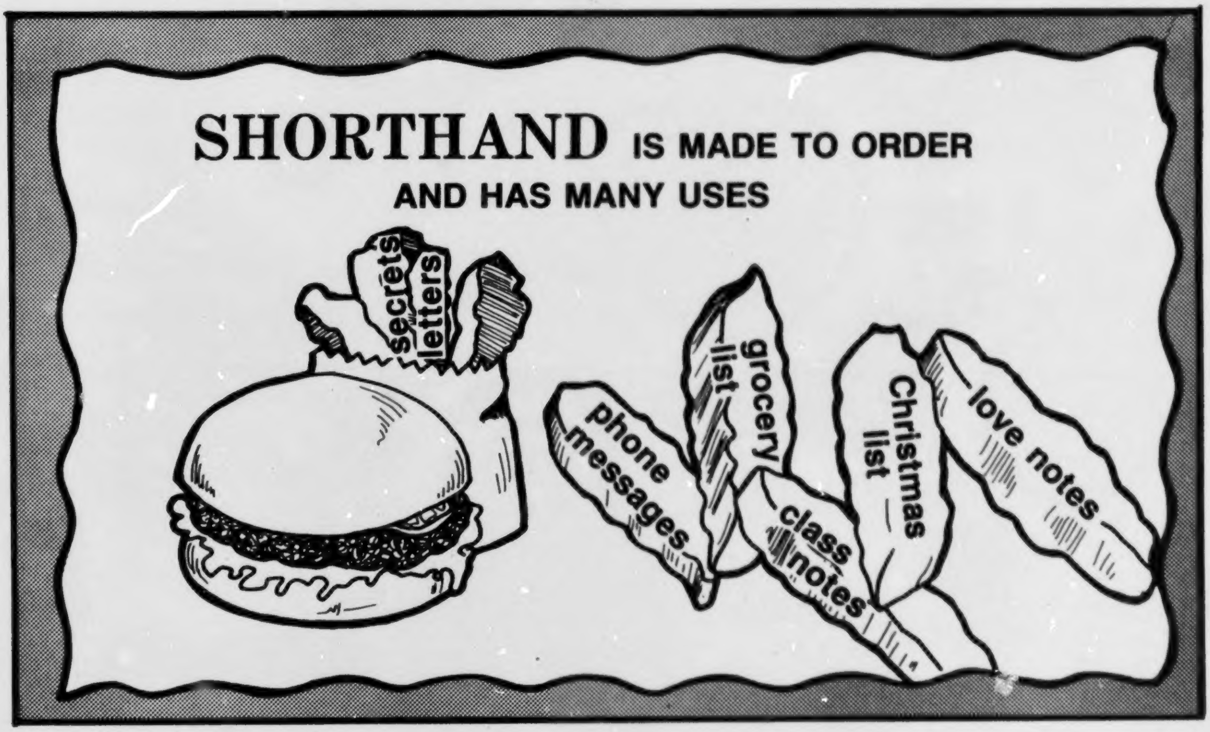
1. Use background and lettering of your choice.
2. To make the worm, cut out circles from construction paper or use pipe cleaners or yarn. Use yarn or pipe cleaners for antenna and small yarn pom pom balls.


For A Better
Shorthand Speed,
Let Your Pen
Do The
Gliding

General Instructions:

1. Use background and lettering of your choice.
2. Pilot. Helmet--black shiny paper; goggles--red shiny paper; scarf--colored burlap or valour paper with yarn fringe.
3. Plane. Body--gray shiny paper; wings and tail--shiny paper, the color of your choice.

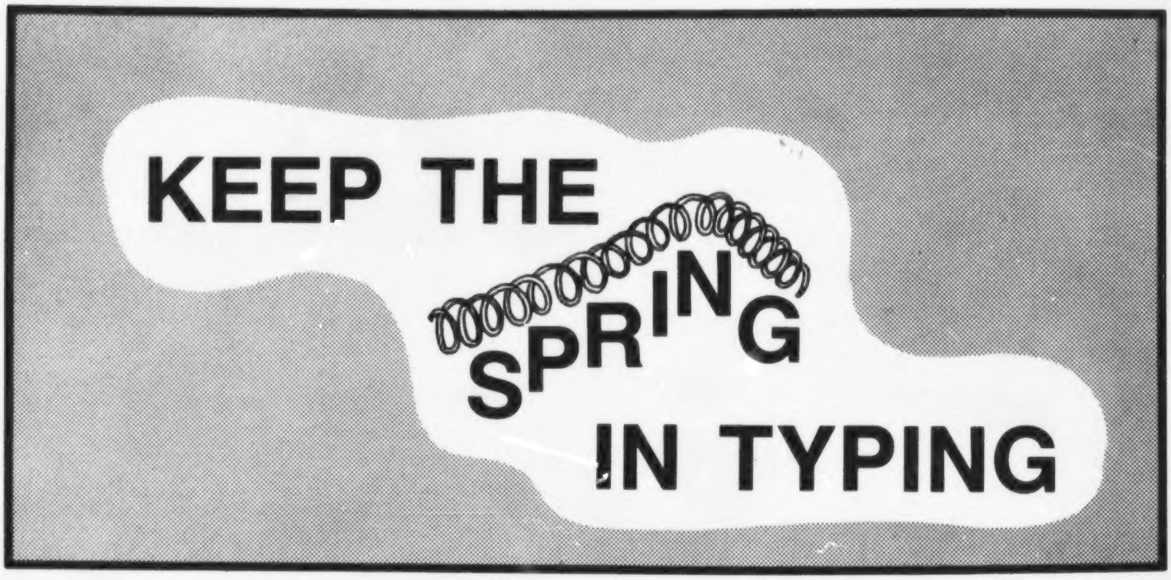

Shorthand
Requires
CONCENTRATION


SHORTHAND IS MADE TO ORDER
AND HAS MANY USES
secrets
letters
phone messages
grocery list
class notes
Christmas list
love notes

General Instructions:

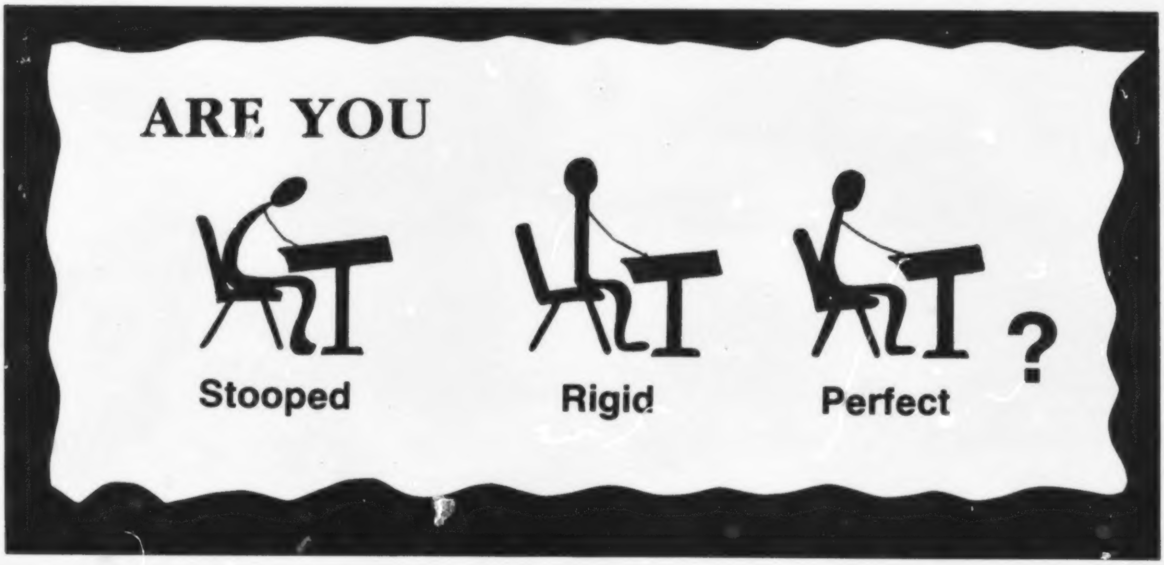
1. Use white sack for french fries. Paint styrofoam yellow for french fries. Make the hamburger bun and meat of soft sculpture in appropriate color. Use soft ruffled green cloth for lettuce. Use white cloth stuffed slightly with tissue for onion.

Typewriting


KEEP THE
SPRING
IN TYPING

General Instructions:

1. Use choice of lettering: magazine or newspaper letter cutouts or any other prepared letters.
2. Use a thin wire for the spring.


ARE YOU
Stooped
Rigid
Perfect
?

General Instructions:

1. Use lettering of your choice.
2. Make profile stick figures with felt-tip pen.

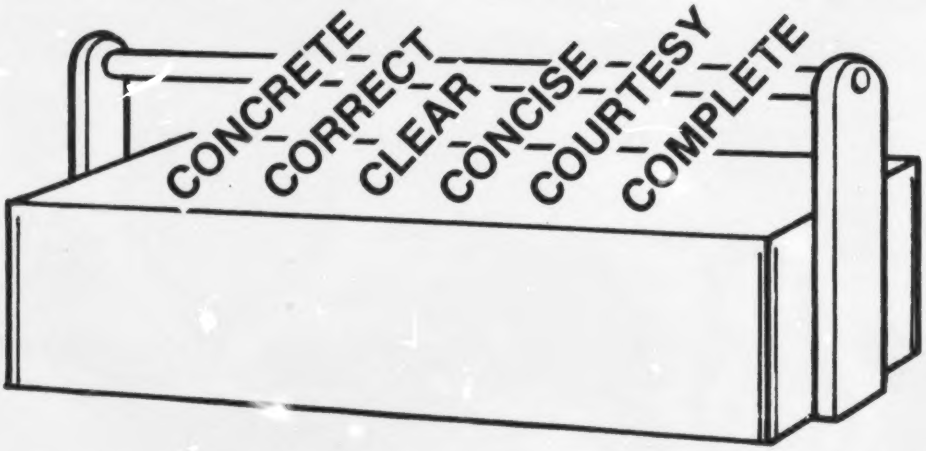
Is Your Letter A Jewel?

Dynamic
Interesting
Attractive
Masterful
Organized
Neat
Direct

General Instructions:

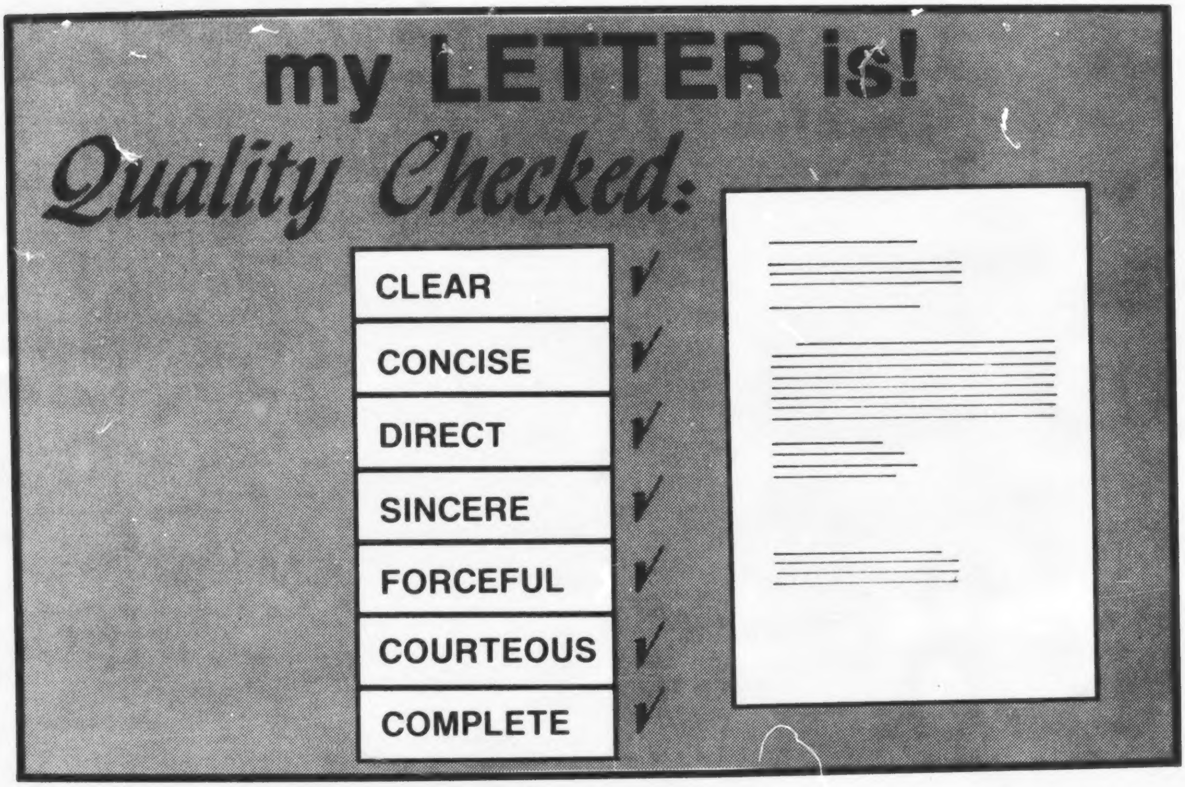
1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Locate a picture of a diamond.

tools of effective communication


CONCRETE
CORRECT
CLEAR
CONCISE
COURTESY
COMPLETE

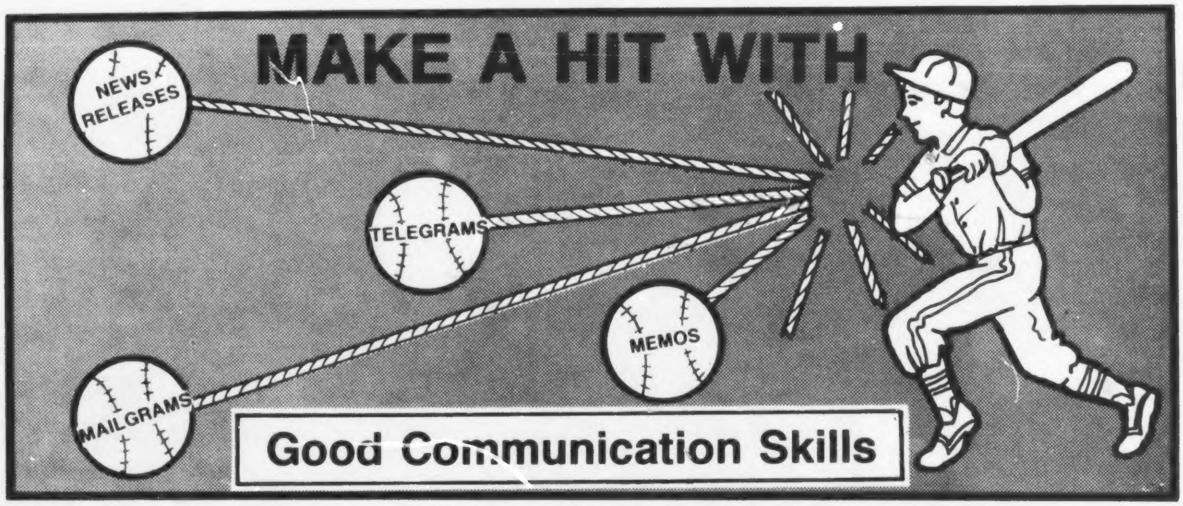
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Locate a picture of a tool box, or use outline of a real box.


my LETTER is!
Quality Checked:
CLEAR ✓
CONCISE ✓
DIRECT ✓
SINCERE ✓
FORCEFUL ✓
COURTEOUS ✓
COMPLETE ✓

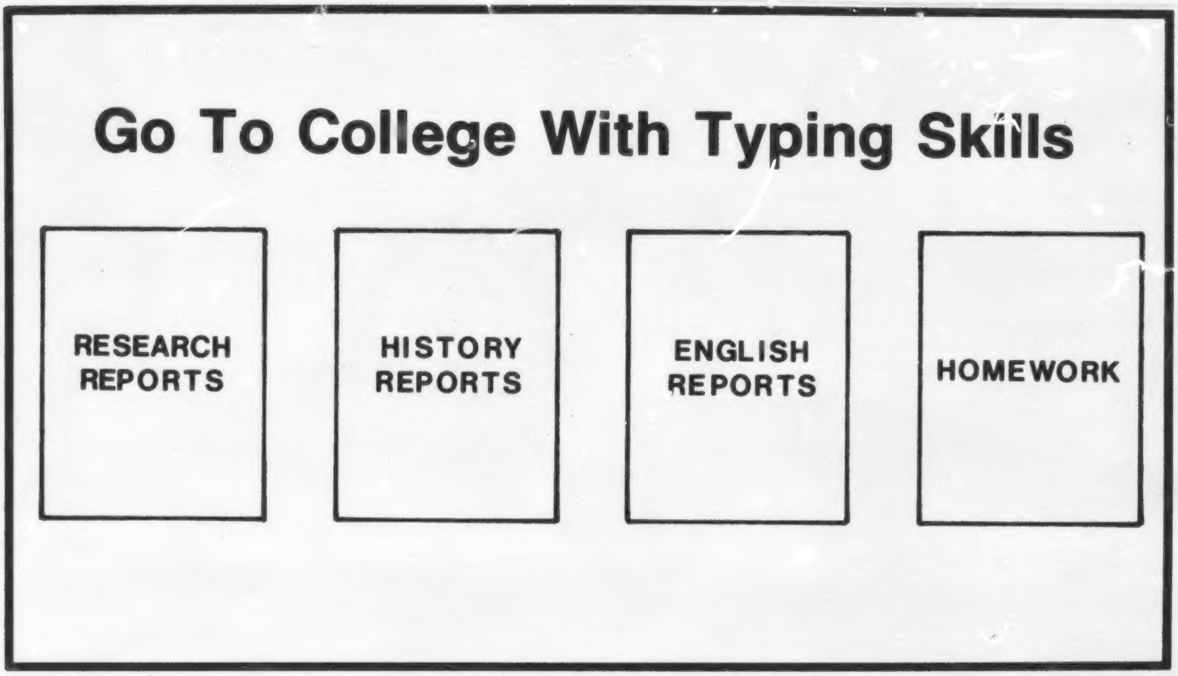
General Instructions:

1. Use individual sheets of paper for each heading.
2. Use large sheet of drawing paper and make large letter.


MAKE A HIT WITH
NEWS RELEASES
TELEGRAMS
MEMOS
MAILGRAMS
Good Communication Skills

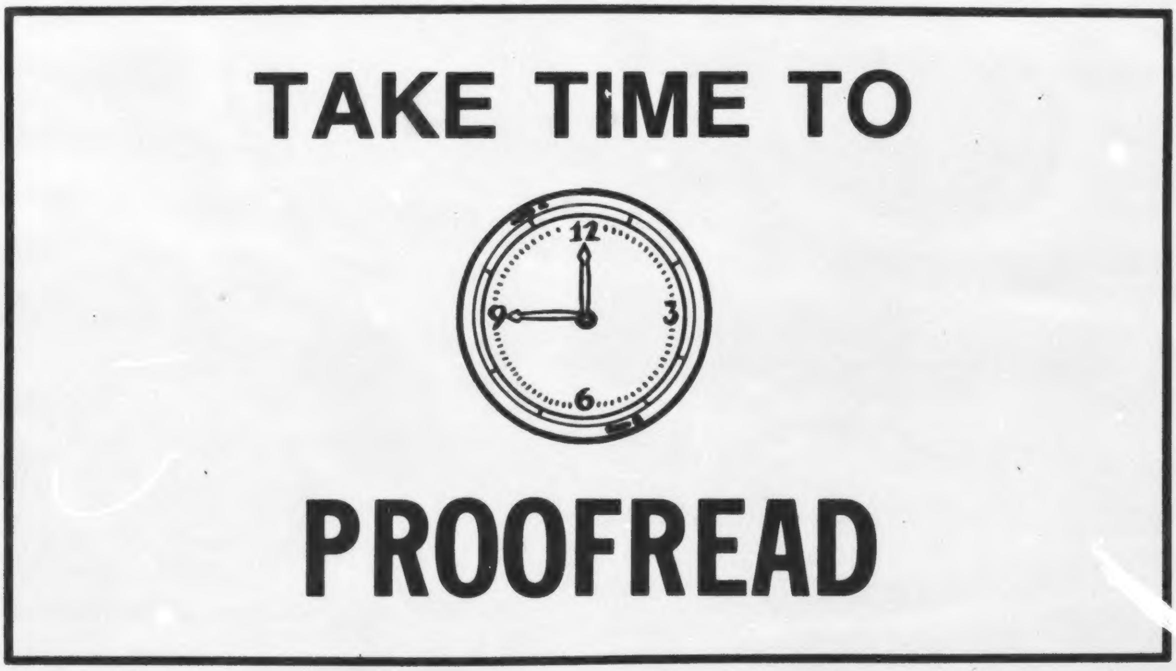
General Instructions:

1. Use paper or styrofoam for baseballs. Extend the baseballs to ceiling with string.


Go To College With Typing Skills
RESEARCH REPORTS
HISTORY REPORTS
ENGLISH REPORTS
HOMEWORK

General Instructions:

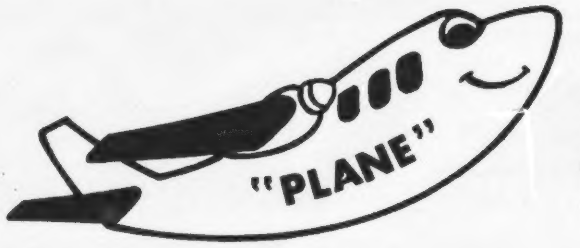
1. Use blue tissue paper background.
2. Make heading of white poster board lettering.
3. Make each box a pastel yellow or buff color.


TAKE TIME TO
12
3
6
9
PROOFREAD

General Instructions:

1. Make a huge clock face. Hands can be made movable with a brass paper fastener.
2. Make all lettering a deep bold color.

TYPEWRITING



can be

fun !

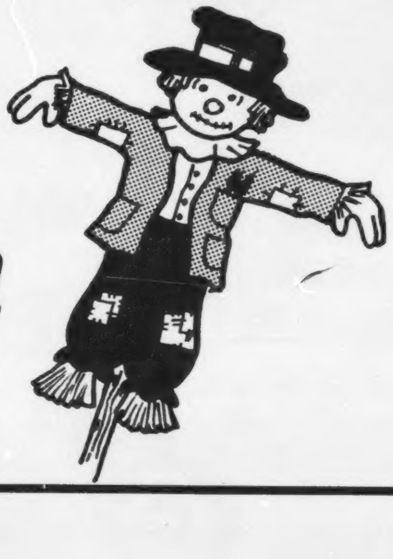
General Instructions:

1. Make a transparency of the "plane"--enlarge on wall and make a pattern.
2. Choose lettering and background of your choice.

Don't be SCARED

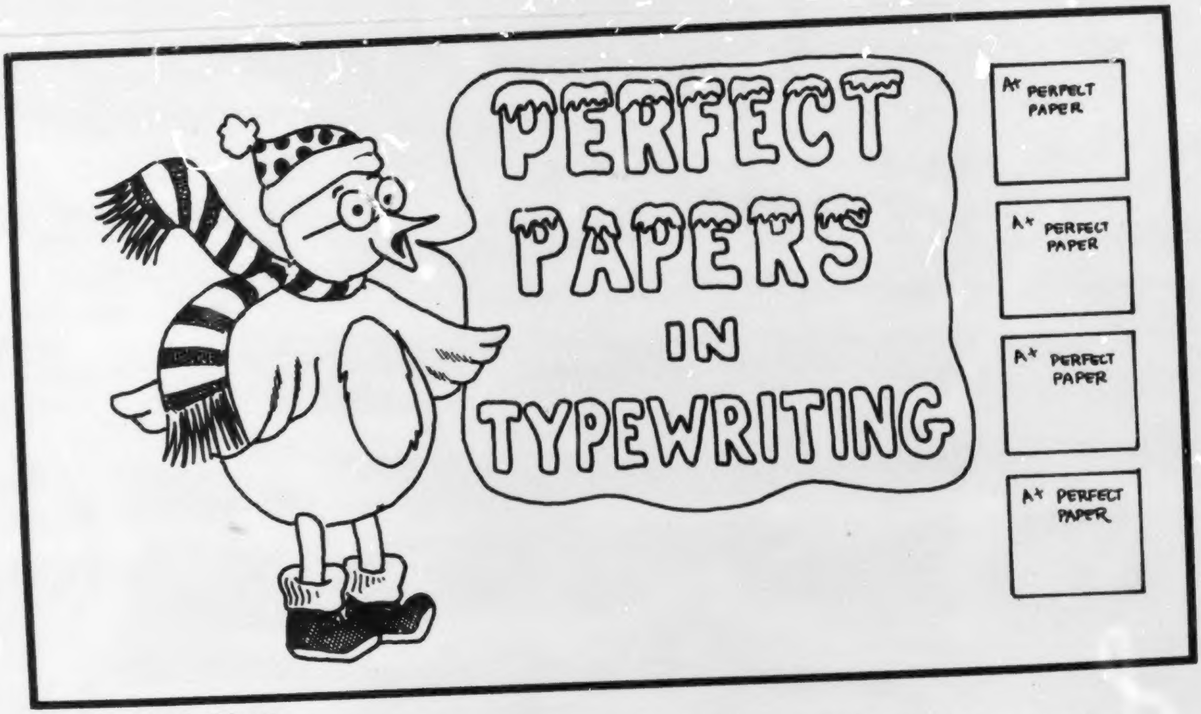
enroll in

typewriting!



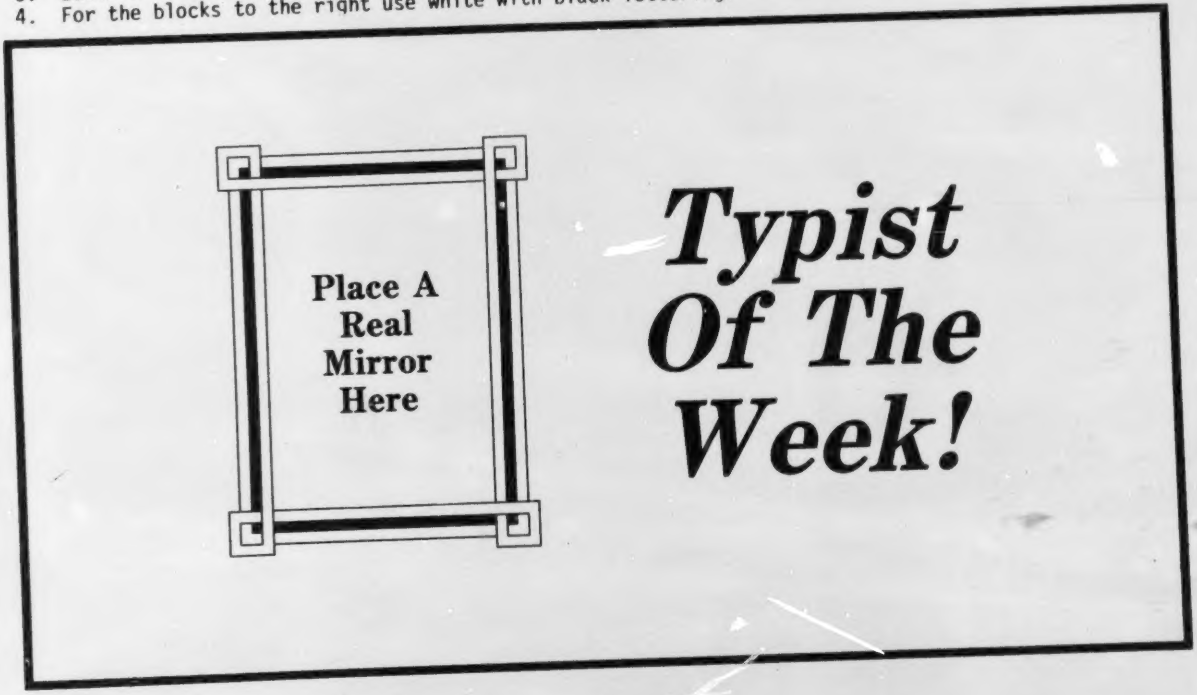
General Instructions:

1. Make a transparency of the "scarecrow"--enlarge on wall and make a pattern.
2. Choose lettering and background of your choice.


PERFECT PAPERS IN TYPEWRITING
A* PERFECT PAPER
A* PERFECT PAPER
A* PERFECT PAPER
A* PERFECT PAPER

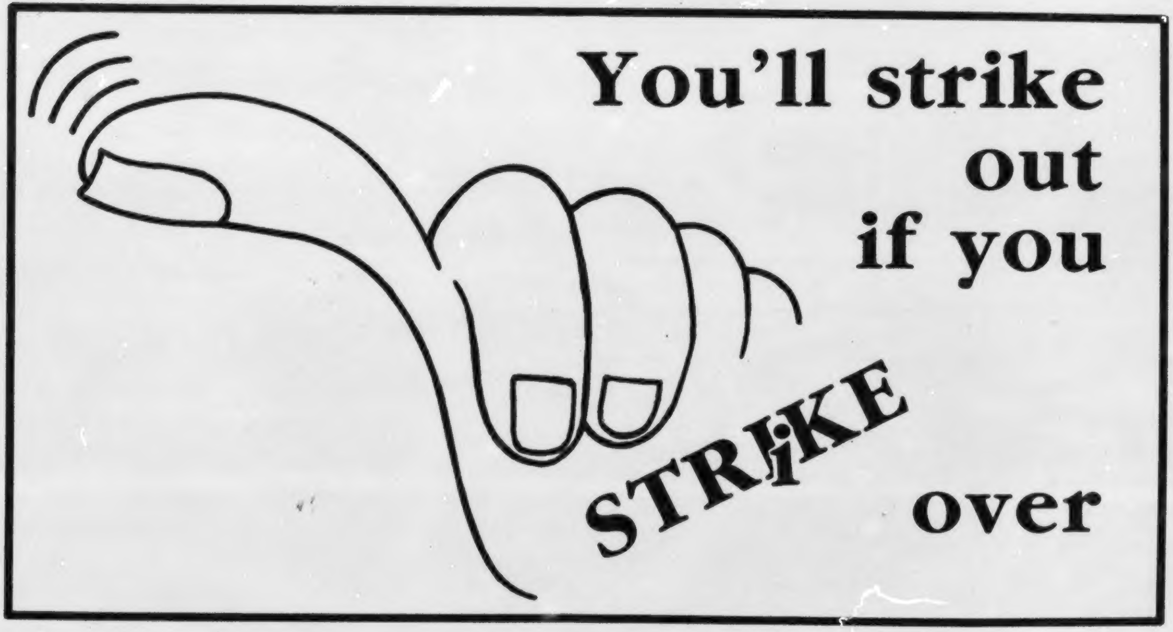
General Instructions:

1. Use a dark blue background. The bird can be bright yellow or made to look like a penguin.
2. Use real scarf or paper scarf in bright colors.
3. Letters in the comic cloud can be light blue with cotton or paper on top of each for snow.
4. For the blocks to the right use white with black lettering.


Place A Real Mirror Here
Typist Of The Week!

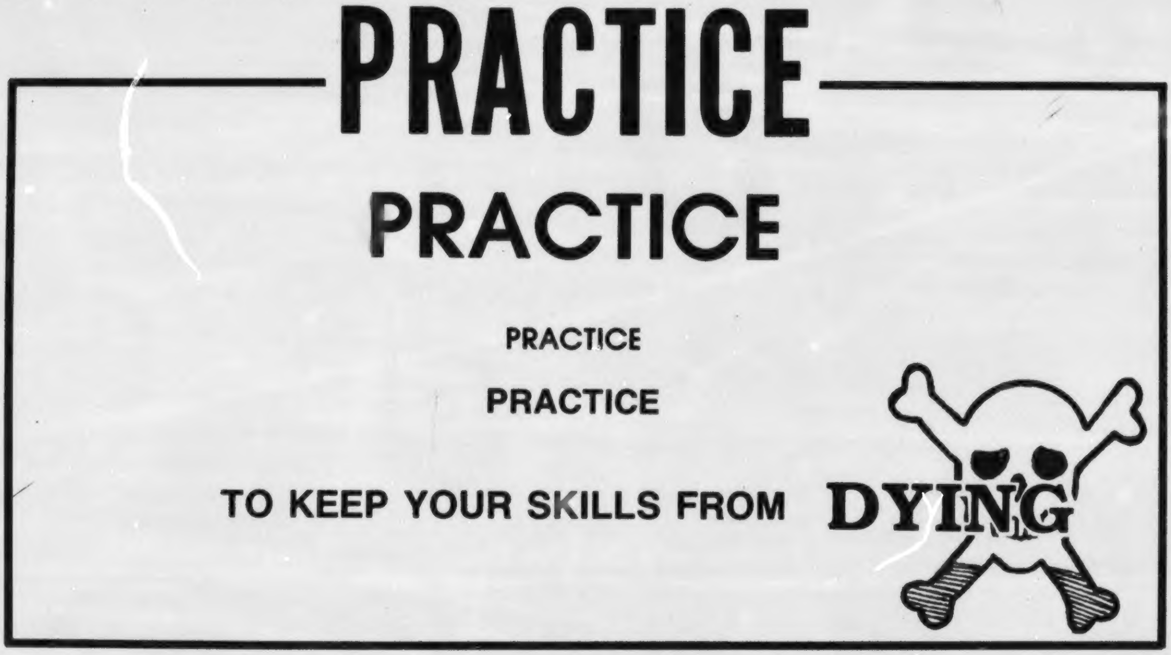
General Instructions:

1. Hang a mirror here and place in bright letters "Typist of the week".


You'll strike
out
if you
STRiKE
over

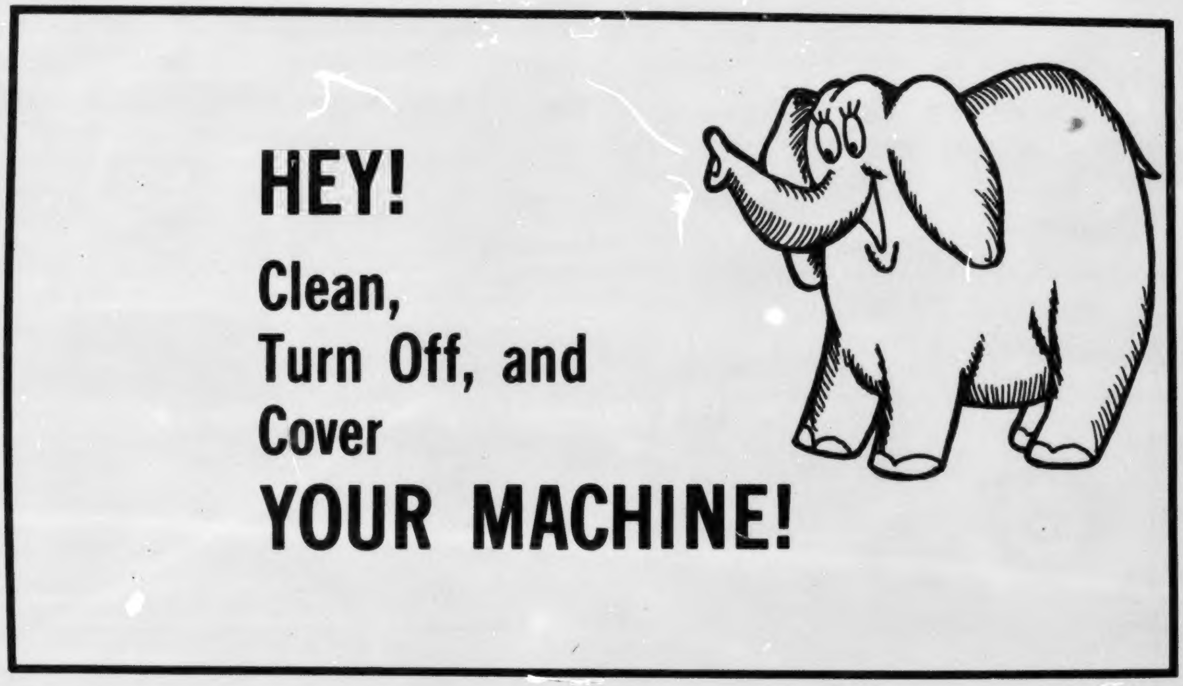
General Instructions:

1. Choose a different color of letter for the strikeover.
2. Make a transparency of thumb--enlarge on wall and make a pattern.


PRACTICE
PRACTICE
PRACTICE
PRACTICE
TO KEEP YOUR SKILLS FROM DYING

General Instructions:

1. Hang the letters PRACTICE from the ceiling for the first word.
2. The second PRACTICE is raised from board and the last lines are flat against board.
3. Use a Halloween skeleton.

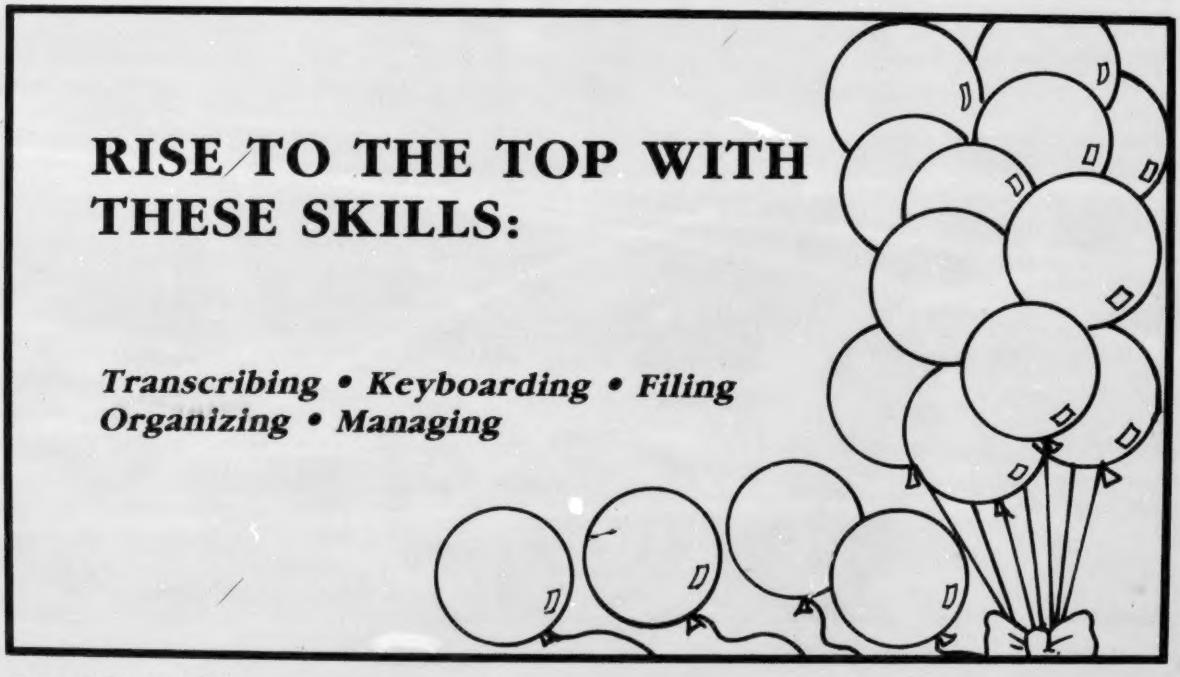


HEY!

Clean,
Turn Off, and
Cover
YOUR MACHINE!

General Instructions:

1. Make big gray elephant of construction paper.
2. Make all words different bright circus colors.

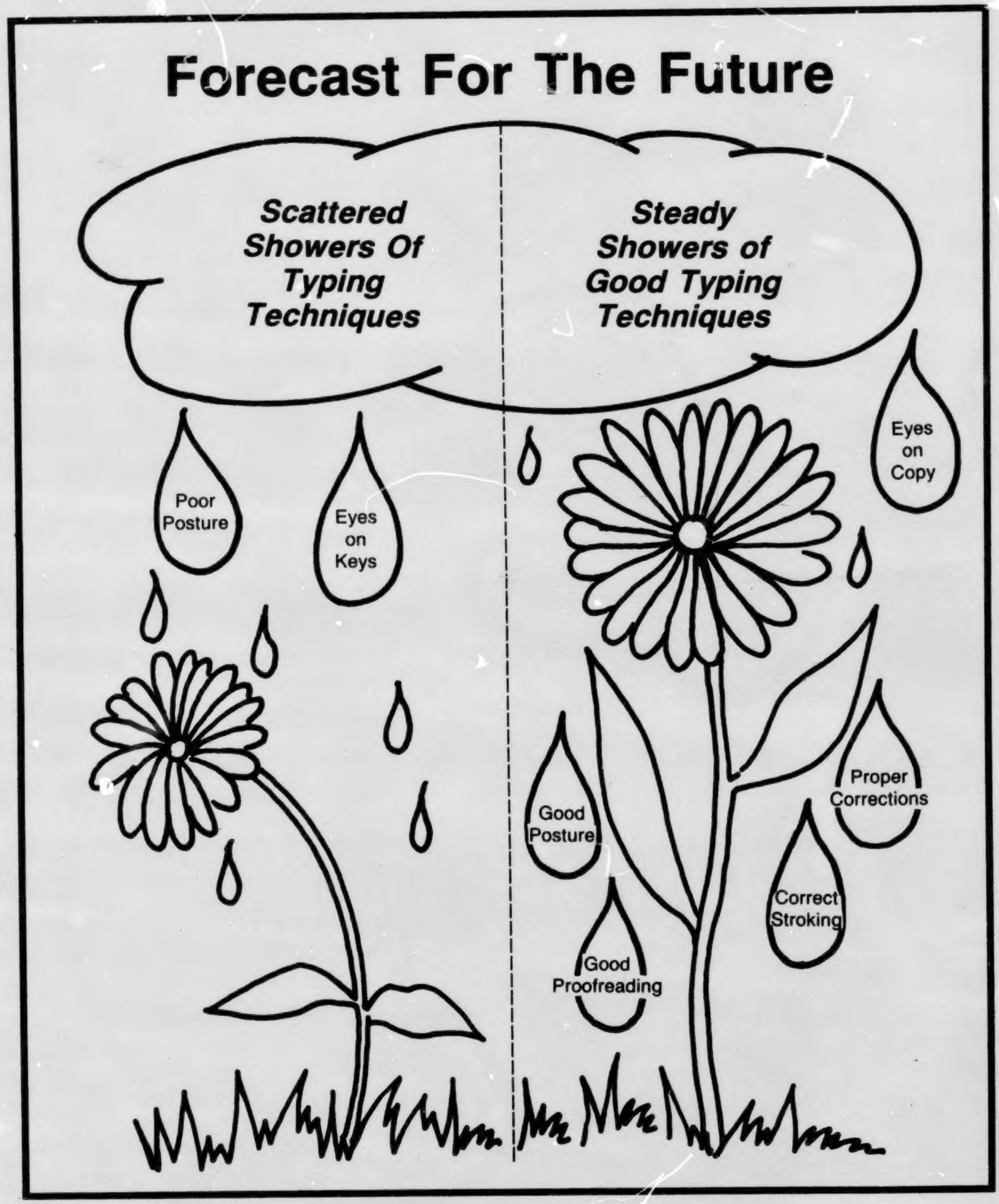


RISE TO THE TOP WITH THESE SKILLS:

Transcribing • Keyboarding • Filing
Organizing • Managing

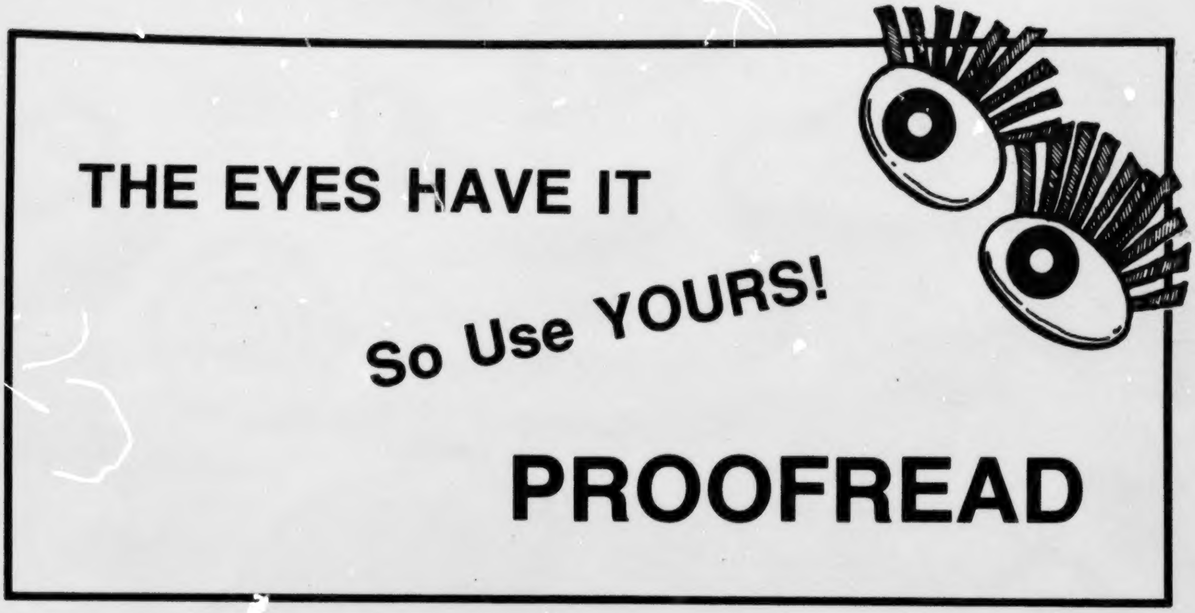
General Instructions:

1. Use a dark background.
2. Use either real balloons or balloons cut from construction paper with real string.
3. Tie a big bow at the base of the balloons.
4. Make lettering bright circus colors.


Forecast For The Future
Scattered Showers Of Typing Techniques
Steady Showers of Good Typing Techniques
Poor Posture
Eyes on Keys
Eyes on Copy
Good Posture
Proper Corrections
Correct Stroking
Good Proofreading

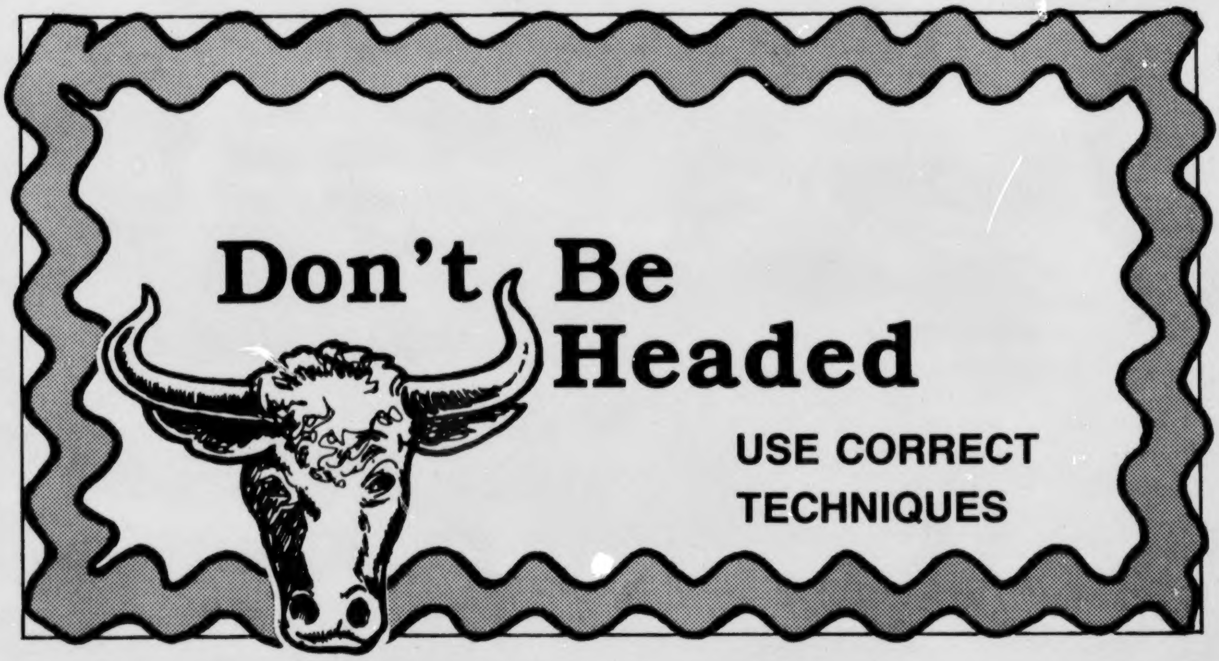
General Instructions:

1. Make dark blue background with light blue raindrops.
2. The clouds may be made from cotton or tissue paper.
3. Daisies can be bright yellow with green stems and leaves.
4. Make all lettering dark except for the heading. The heading should be of white or light blue letters.


THE EYES HAVE IT
So Use YOURS!
PROOFREAD

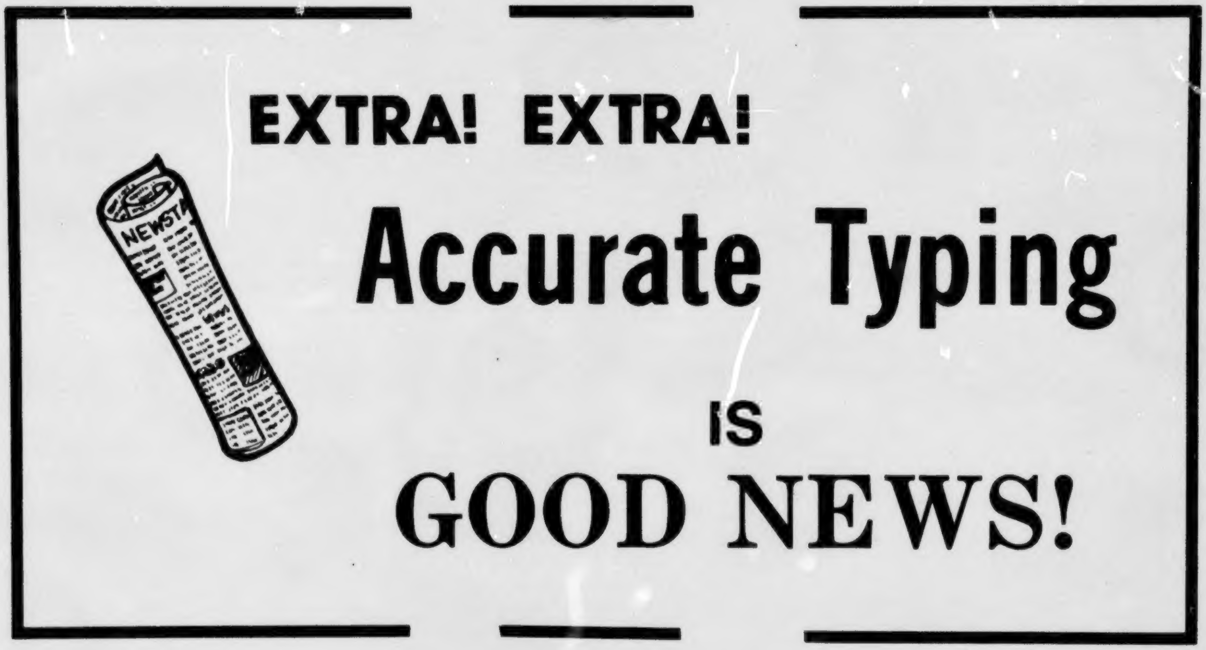
General Instructions:

1. Use choice of lettering.
2. Use styrofoam ball cut in half for eyes drawing pupils with black magic marker. Make eyelashes out of construction paper.
3. Use a border.


Don't Be Headed
USE CORRECT TECHNIQUES

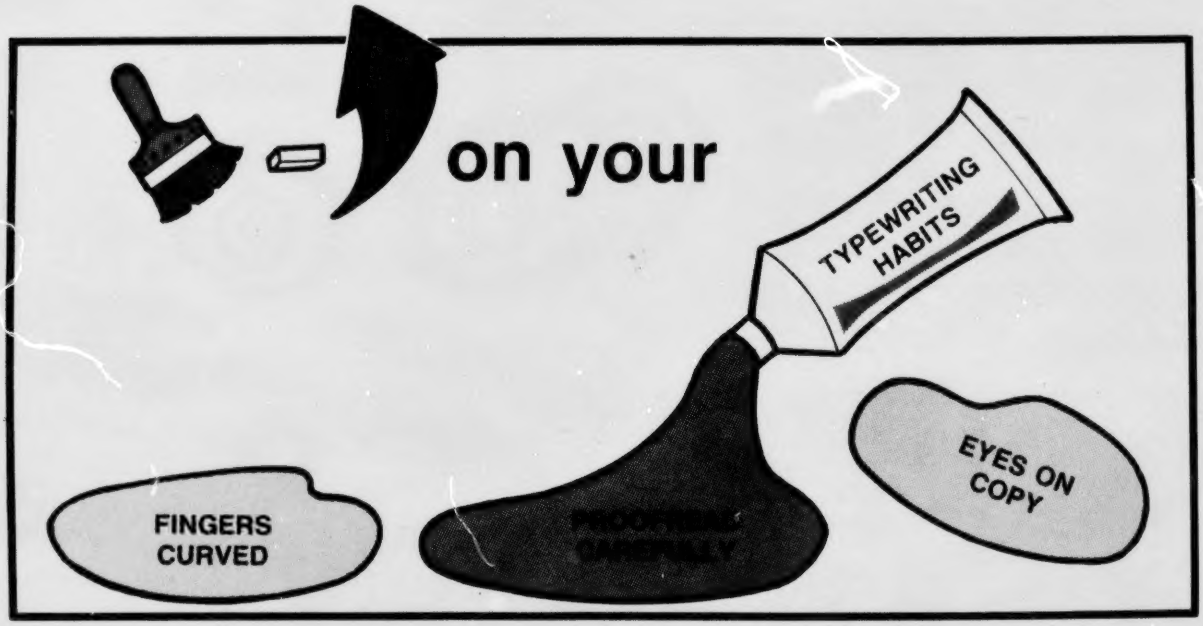
General Instructions:

1. Make a transparency of the bull.
2. Project transparency of the bull on the bulletin board background paper or fabric and trace--then paint if you wish. (Bull should hang over border.)


EXTRA! EXTRA!
NEWS
Accurate Typing
IS
GOOD NEWS!

General Instructions:

1. Roll newspaper and tack to board.
2. Use choice of lettering, preferably from a newspaper.


on your
TYPEWRITING HABITS
FINGERS CURVED
PROOFREAD CAREFULLY
EYES ON COPY

General Instructions:

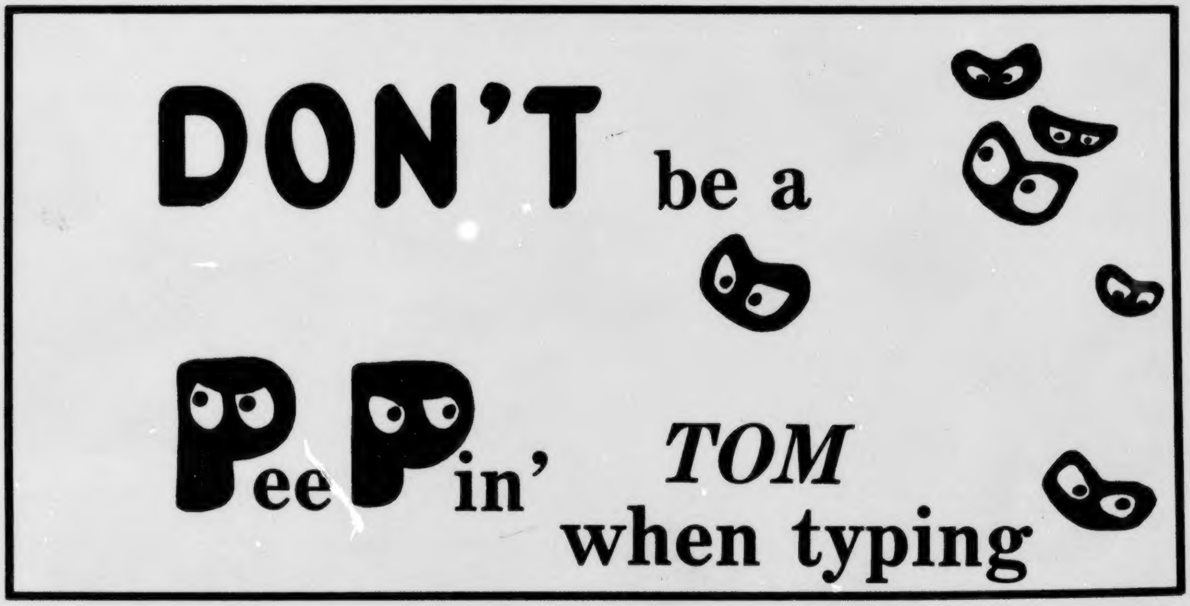
1. Use valour paper for the spilled paint.
2. Make a trasparency of the brush, arrow, and paint tube--enlarge on wall and make a pattern.

R U *"in the know"* on *PROOFREADERS' MARKS?*

∿ or tr	TRANSPOSE
ℯ	DELETE
⊐	MOVE TO RIGHT
⊏	MOVE TO LEFT
DS	DOUBLE SPACE
SS	SINGLE SPACE
TS	TRIPLE SPACE
#	SPACE
⁐	CLOSE UP
¶	PARAGRAPH
≡	CAPITALIZE
stet	LEAVE AS IS
∧	CARET (INSERT(

General Instructions:

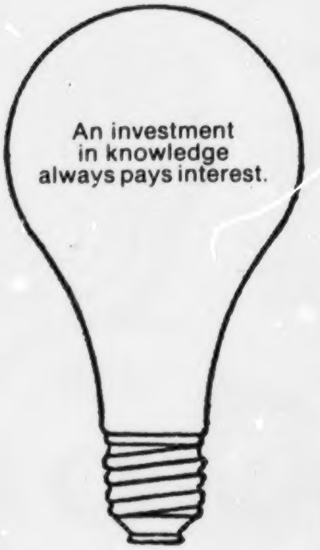
1. Select several or all proofreaders' marks for a bulletin board display.
2. Select proofreaders' marks that deal with one area such as spacing.



General Instructions:

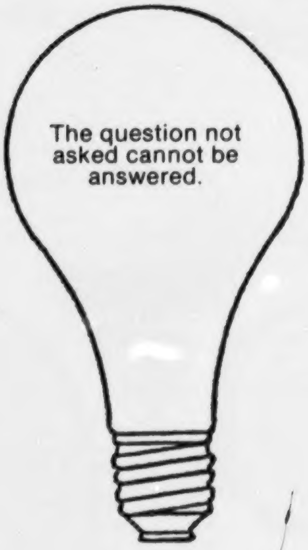
1. Hang ping pong balls from ceiling with string or thread for the eyes.
2. The word "peepin" is raised on styrofoam, other letters are flat on board.

SECRETARIAL AND OFFICE PROCEDURES

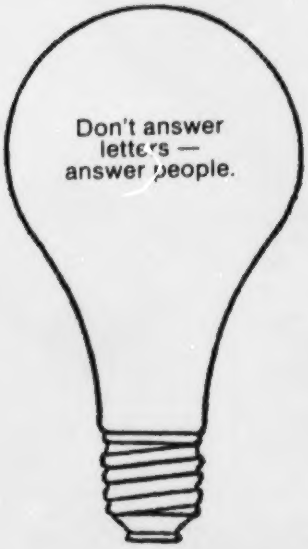


An investment in knowledge always pays interest.

Opportunity knocks, but you have to open the door.

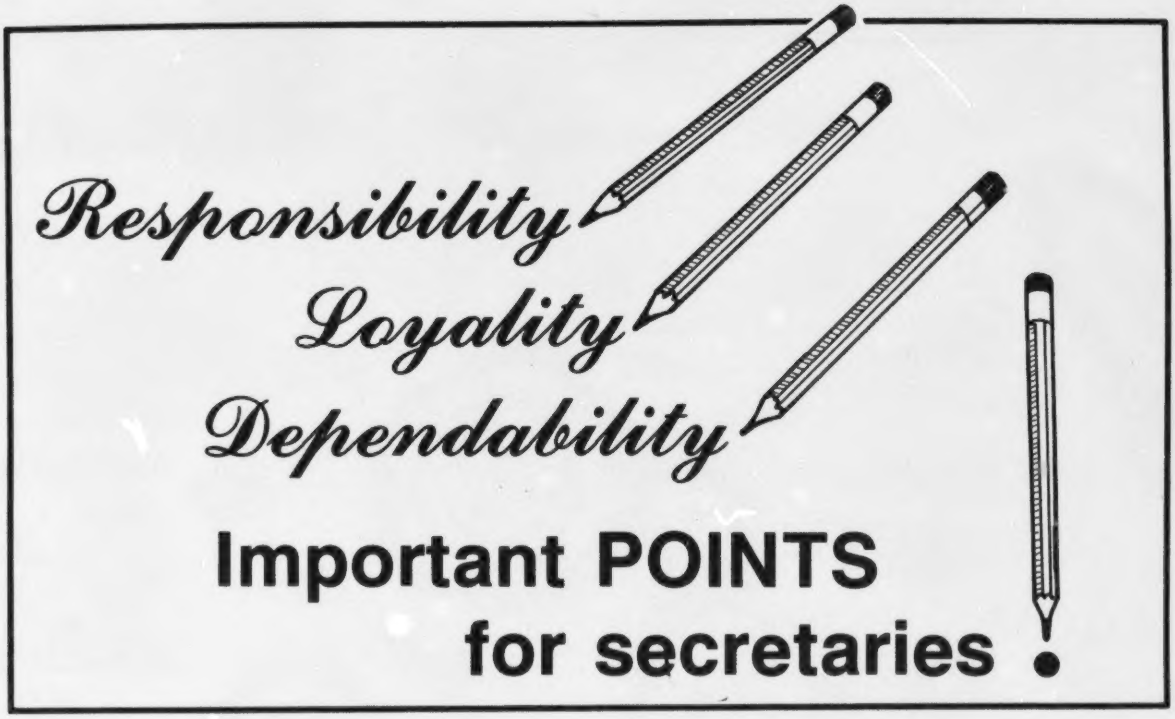


The question not asked cannot be answered.



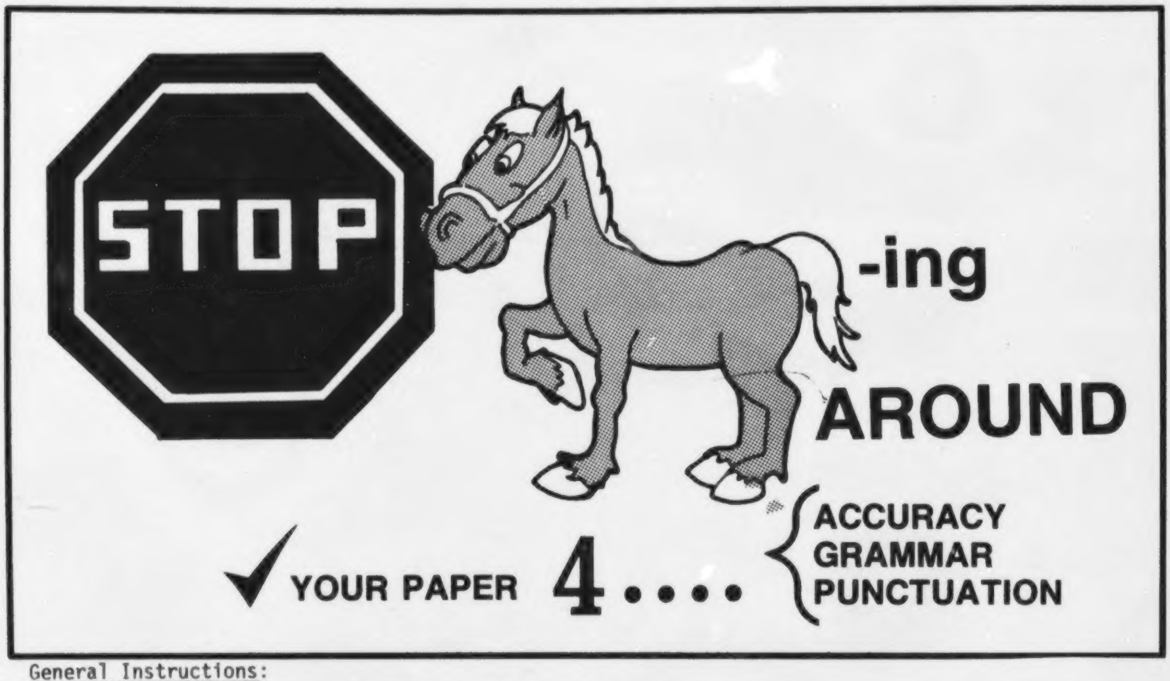
Don't answer letters — answer people.

The best way to slow up progress is to form a committee to do something about it.


Responsibility
Loyality
Dependability
Important POINTS
for secretaries!

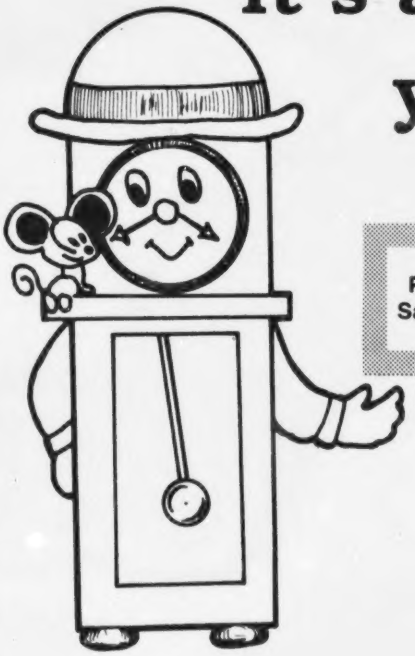
General Instructions:

1. Write the words "Responsibility", "Loyalty", and "Dependability" in longhand; and cut out the words.
2. Cut out the letters for "Important points for secretaries" from magazines or newspapers.
3. Use oversize real pencils.


STOP
-ing
AROUND
✓ YOUR PAPER 4....
ACCURACY
GRAMMAR
PUNCTUATION

General Instructions:

1. Make the sign out of red and white construction paper.
2. Use red in the "ing, around, check, 4, and ellipsis".
3. Make all other lettering contrasting colors.



it's about TIME ...

you learned

Place Sample

Ams

Place Sample

Block

THE

letter styles

Place Sample

Place Sample

General Instructions:

1. Cut letters out of magazines or newspapers or use prepared lettering.
2. This format can be used for other subjects, too.

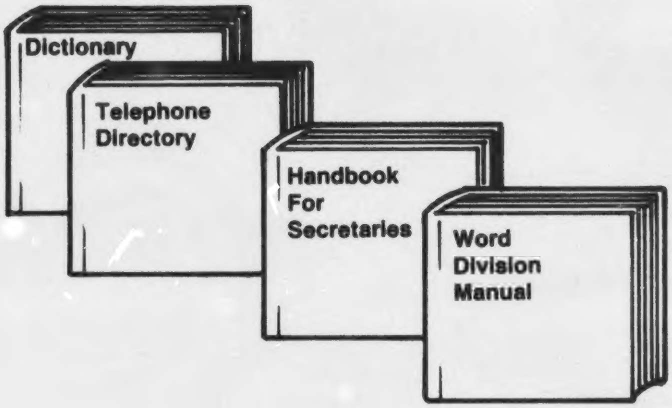
the

Secretary

is the

employer's
best friend

SECRETARY'S LIBRARY OF REFERENCE BOOKS

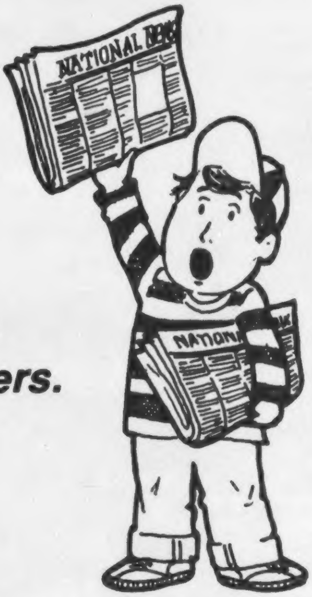

Dictionary
Telephone Directory
Handbook For Secretaries
Word Division Manual

General Instructions:

1. Make four book jackets and place lettering on each.
2. The heading should be all caps and in a very bright color.

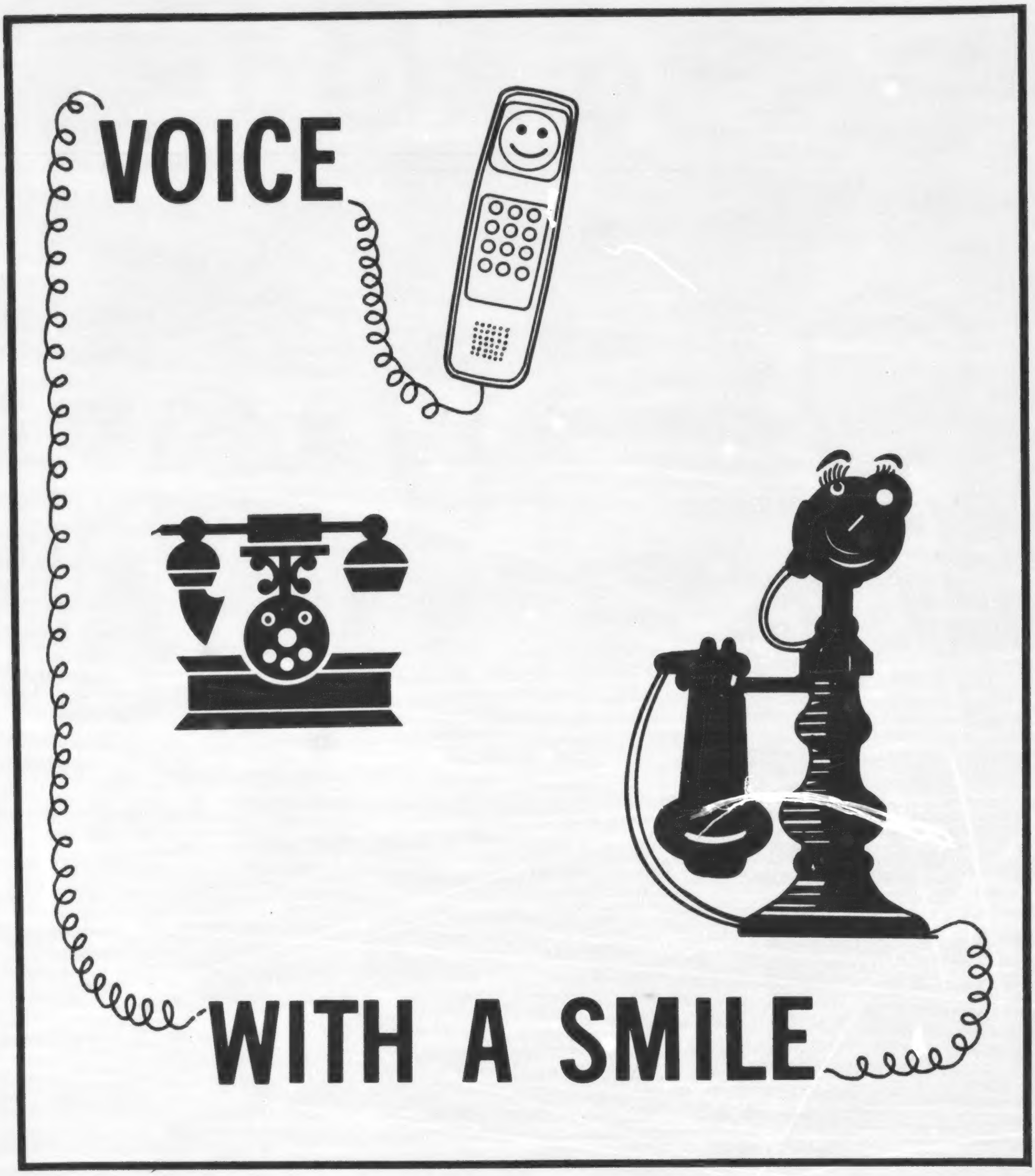
GOOD NEWS!!!

There Are Many Positions Open For Skilled Office Workers.


NATIONAL NEWS
NATIONAL

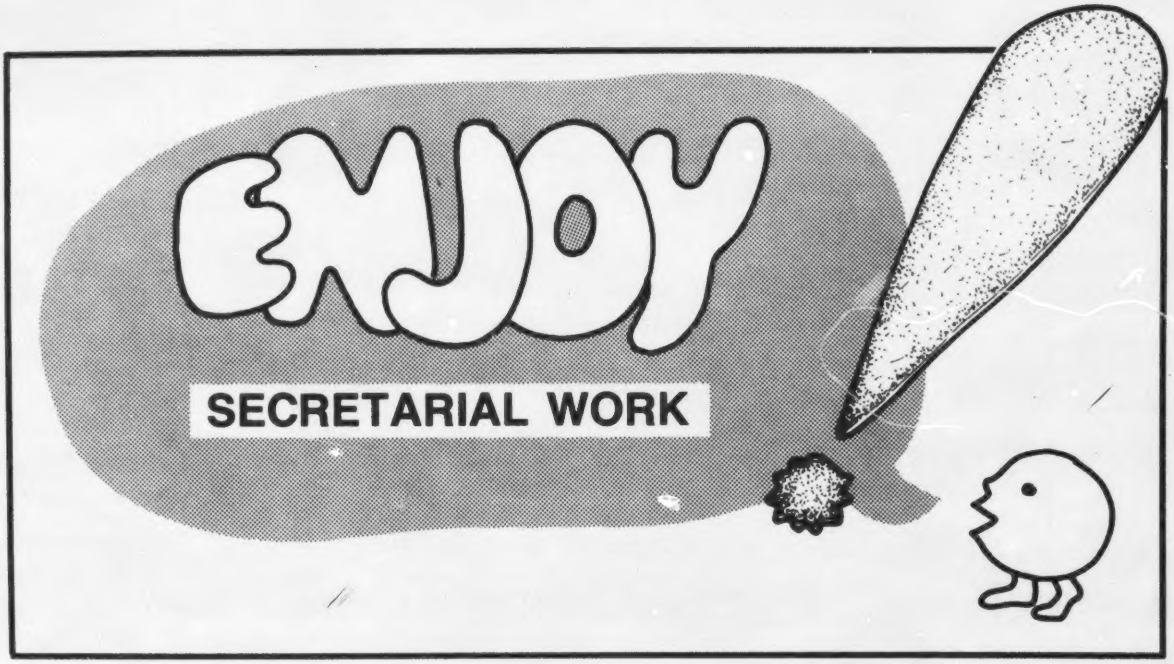
General Instructions:

1. Use real newspapers in this illustration. "GOOD NEWS" in bold, black lettering.
2. All other words in a dark color.



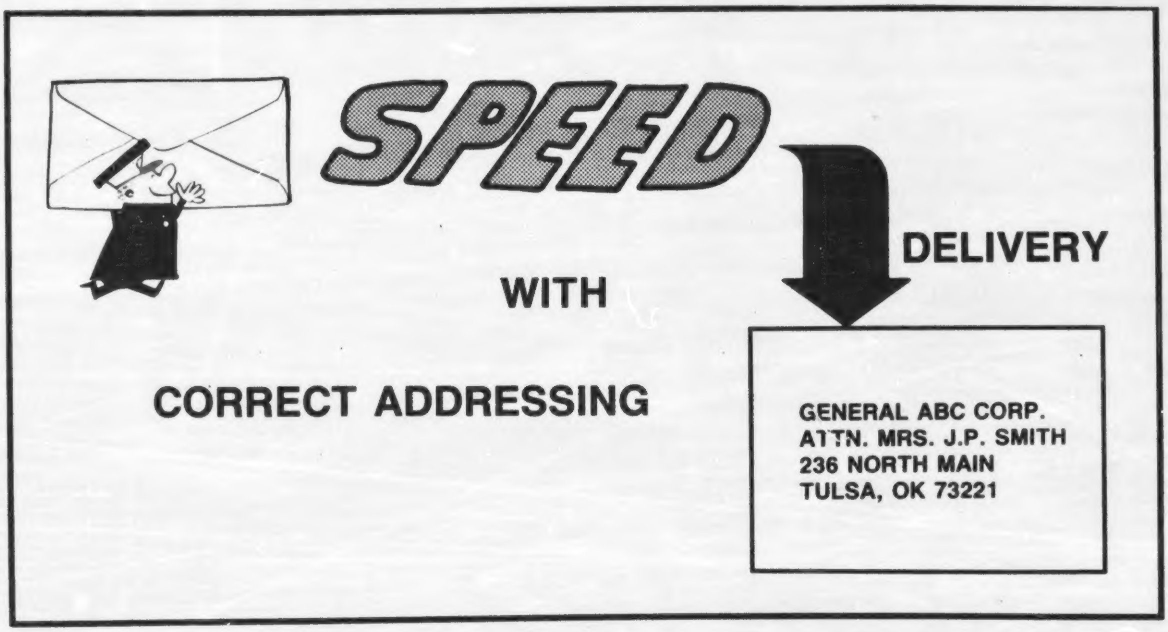
General Instructions:

1. Make a transparency of the telephones or use pictures from the telephone company.
2. Wrap wire around pencil or dowel rod. Stretch coil to telephones after removing pencil.


ENJOY
SECRETARIAL WORK

General Instructions:

1. Use a dark comic cloud with light lettering.
2. The exclamation mark can be made from cardboard.
3. The little face can be round construction paper or styrofoam ball.


SPEED
DELIVERY
WITH
CORRECT ADDRESSING
GENERAL ABC CORP.
ATTN. MRS. J.P. SMITH
236 NORTH MAIN
TULSA, OK 73221

General Instructions:

1. The word "SPEED" should be red, the arrow blue. Place on a pastel background.
2. The address and the envelope should be white poster board.
3. All other lettering can be dark blue or black.

TELEPHONE TIPS

polite

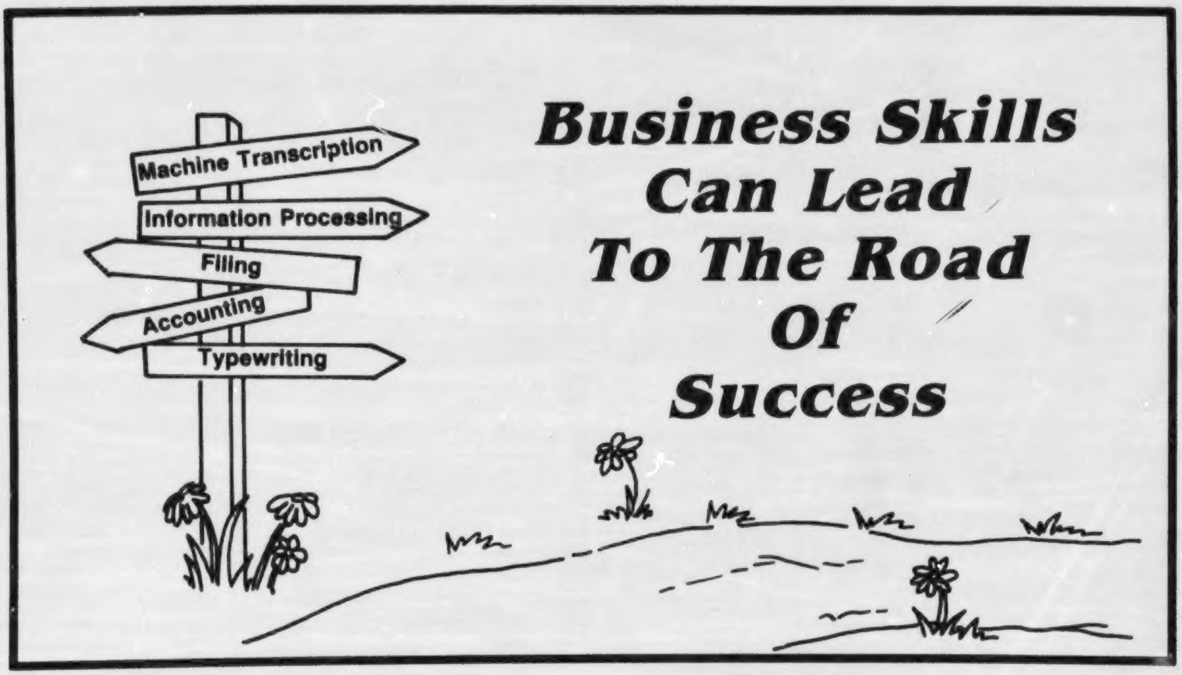
prompt

pleasant

accurate

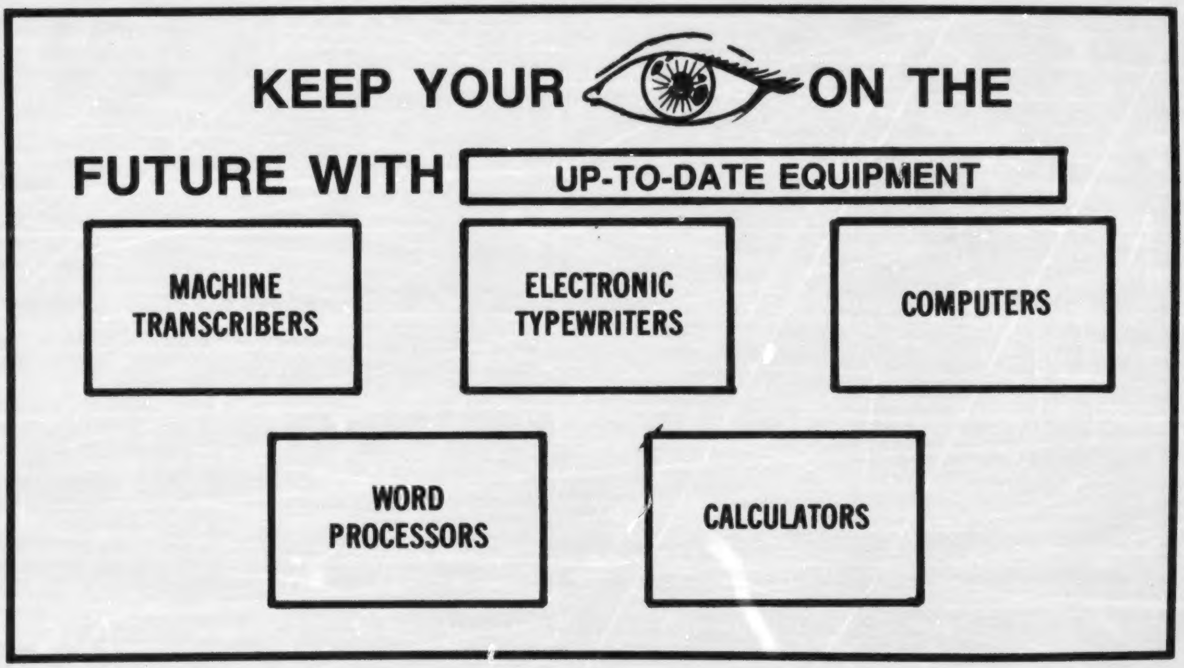
General Instructions:

1. Make a transparency of bee, reflect on bulletin board, and draw image.
2. Use lettering and background of your choice.


Machine Transcription
Information Processing
Filing
Accounting
Typewriting
Business Skills Can Lead To The Road Of Success

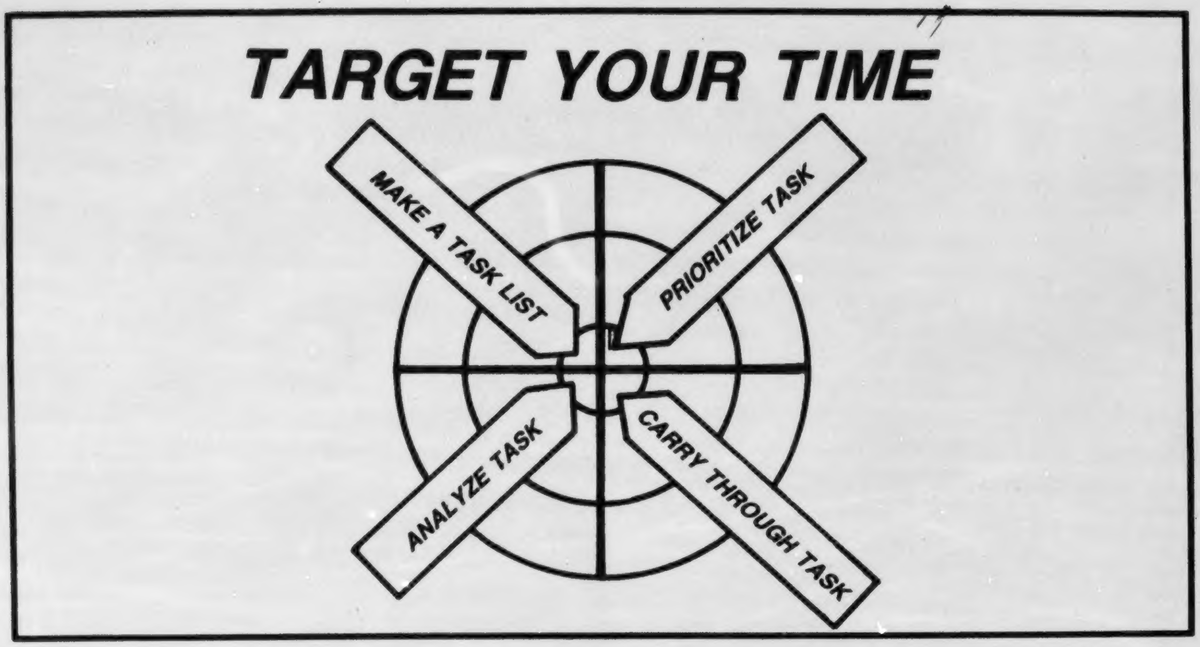
General Instructions:

1. Use green tissue paper for background.
2. Cut out bright white and yellow daisies and place along path.
3. Make road signs of white poster paper.
4. Make all lettering in bold dark color.


KEEP YOUR
ON THE
FUTURE WITH
UP-TO-DATE EQUIPMENT
MACHINE TRANSCRIBERS
ELECTRONIC TYPEWRITERS
COMPUTERS
WORD PROCESSORS
CALCULATORS

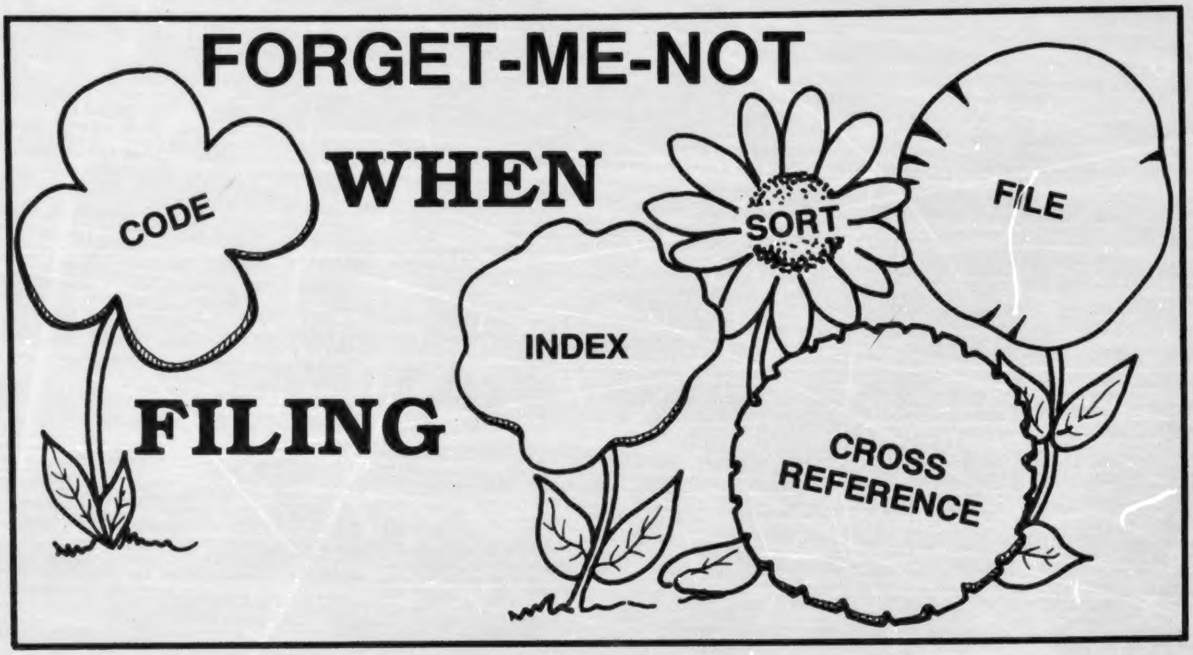
General Instructions:

1. Draw a large eye on poster paper and cut out.
2. Make a deep colored background.
3. Use white poster boards for blocks.
4. Use white or light letters on dark background and dark letters on white blocks.


TARGET YOUR TIME
MAKE A TASK LIST
PRIORITIZE TASK
ANALYZE TASK
CARRY THROUGH TASK

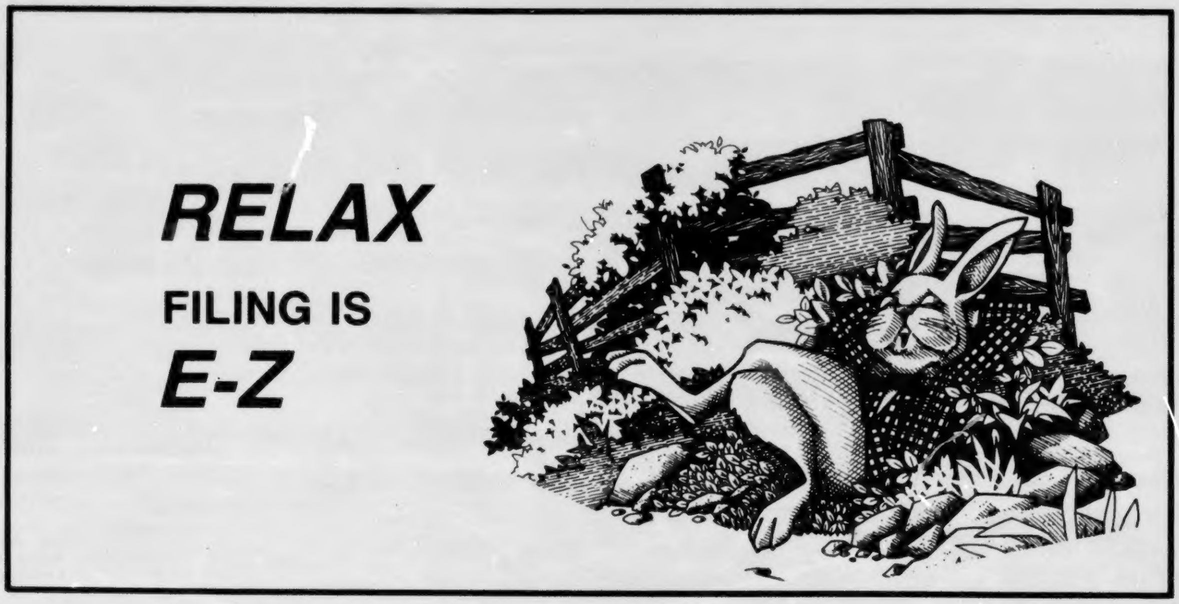
General Instructions:

1. Target can be divided into as many categories as needed to express the idea.
2. Use lettering and background of your choice.


FORGET-ME-NOT
WHEN
FILING
CODE
SORT
FILE
INDEX
CROSS REFERENCE

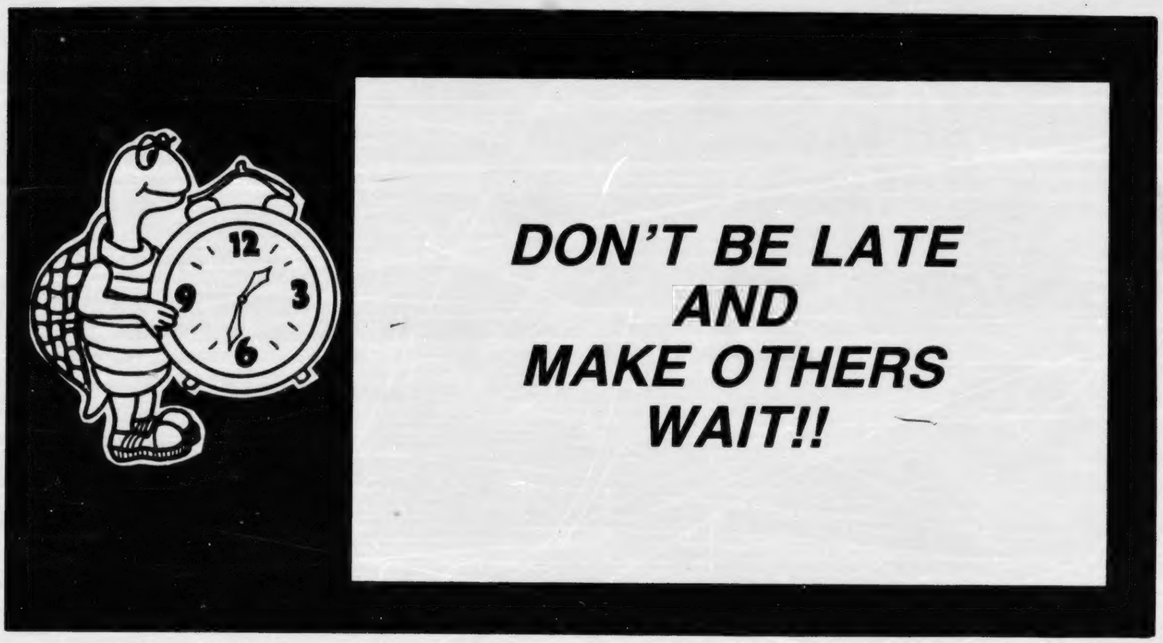
General Instructions:

1. Make flowers out of felt or valour paper.
2. Draw stems on bulletin board background or make stems and leaves of felt or valour paper.


RELAX
FILING IS
E-Z

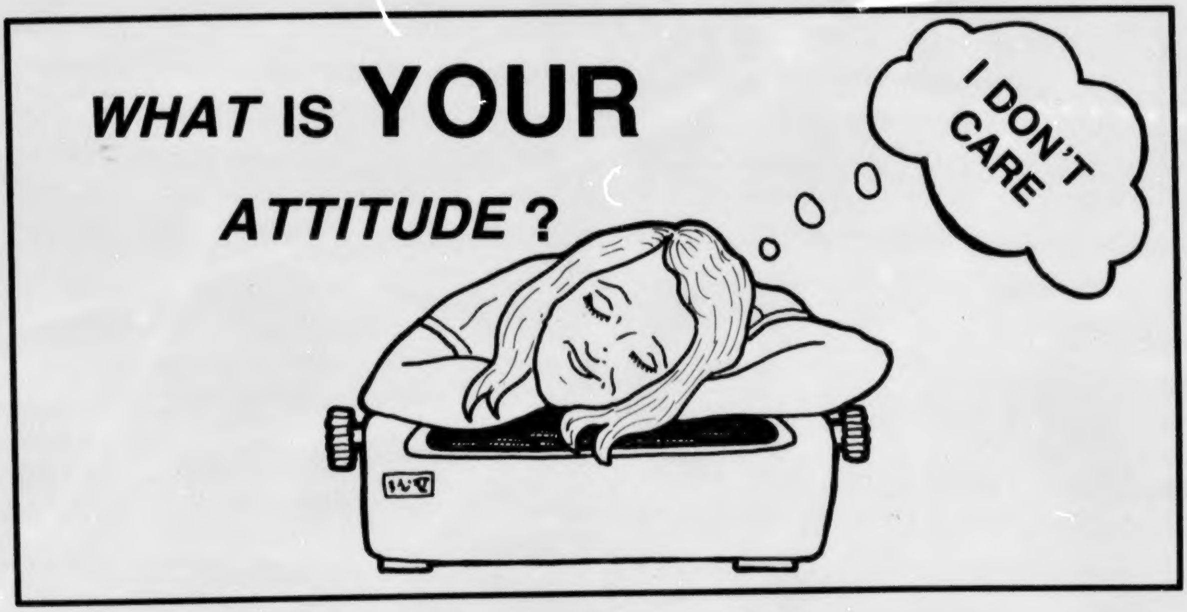
General Instructions:

1. Make a transparency of rabbit, reflect on wall, and draw a pattern.
2. Use lettering and background of your choice.


DON'T BE LATE
AND
MAKE OTHERS
WAIT!!

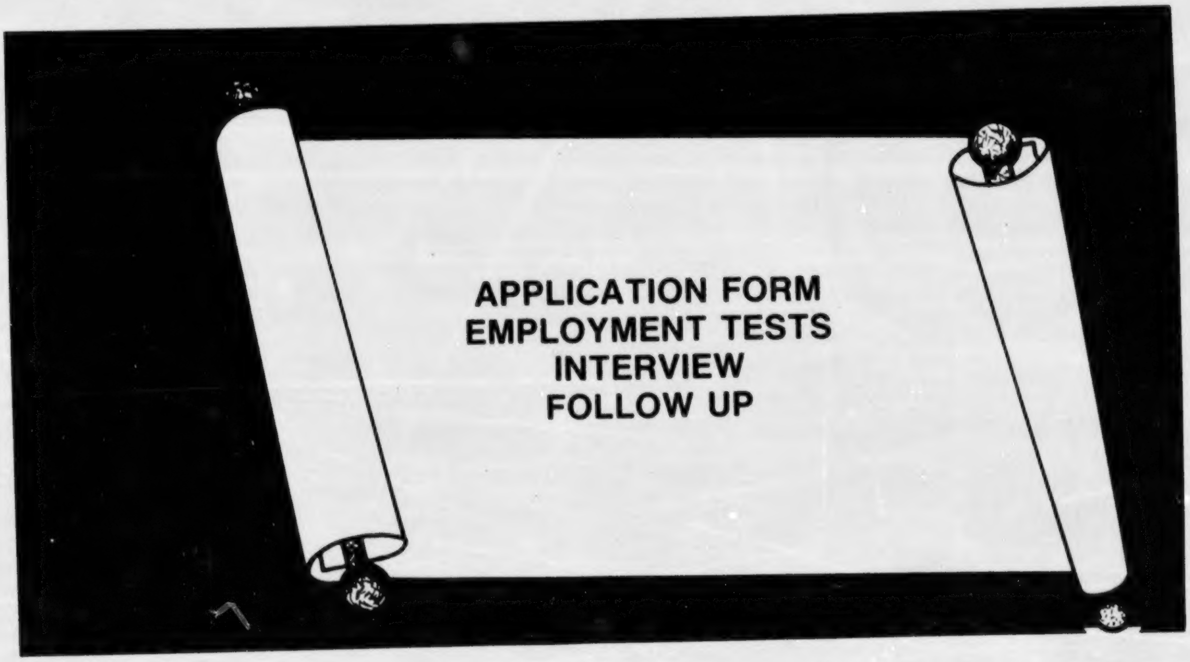
General Instructions:

1. Use burlap or other fabric as a background.
2. Make a transparency of the turtle and clock, reflect on wall, and draw a pattern.


WHAT IS YOUR
ATTITUDE?
I DON'T CARE

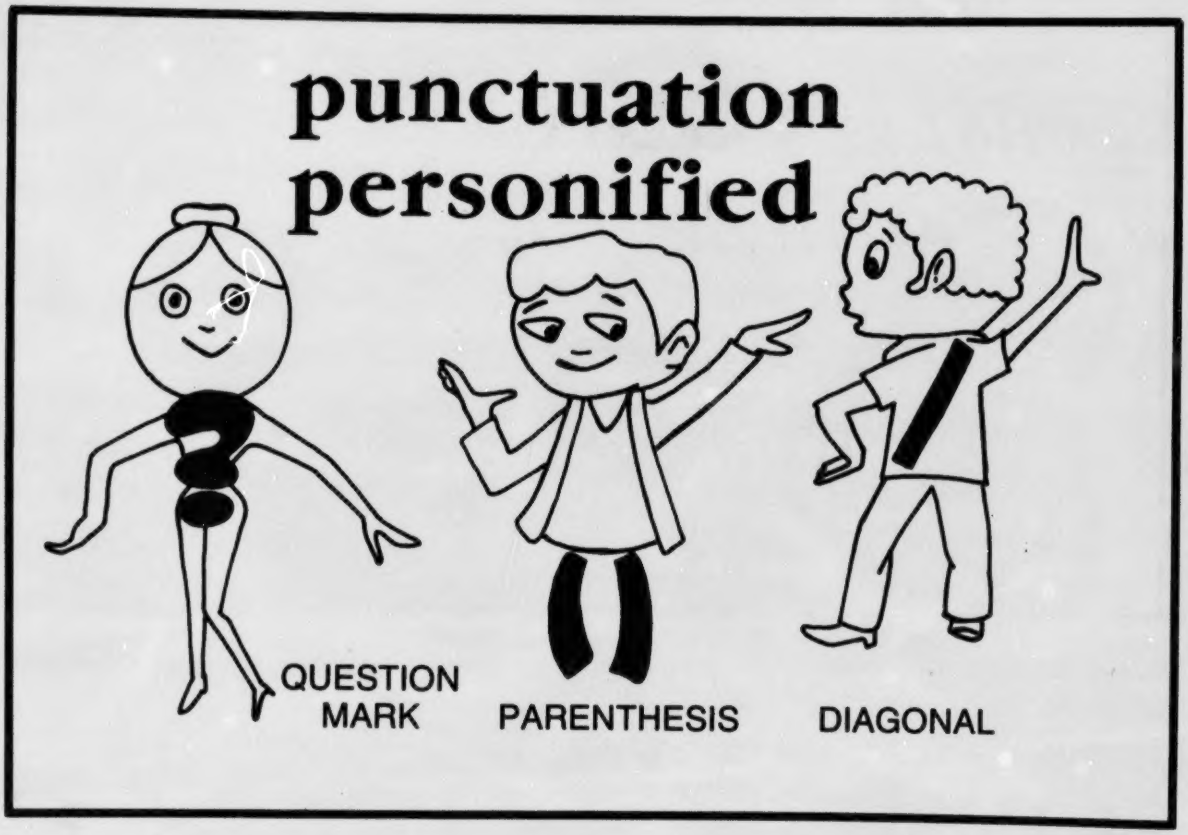
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Make a transparency of the picture of the girl at the typewriter.


APPLICATION FORM
EMPLOYMENT TESTS
INTERVIEW
FOLLOW UP

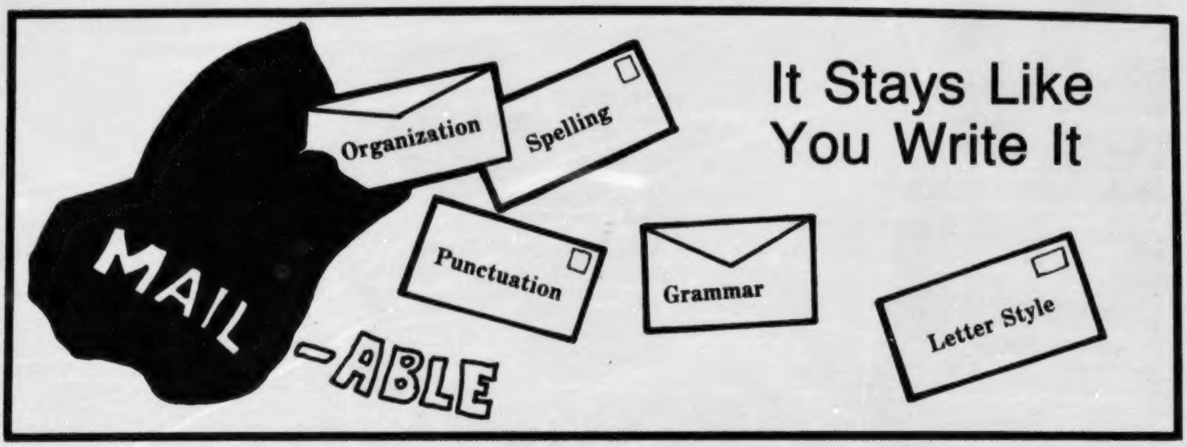
General Instructions:

1. Make a scroll out of wrapping paper using a dowel rod.
2. Make the two handles of dowel rods.


punctuation
personified
QUESTION MARK
PARENTHESIS
DIAGONAL

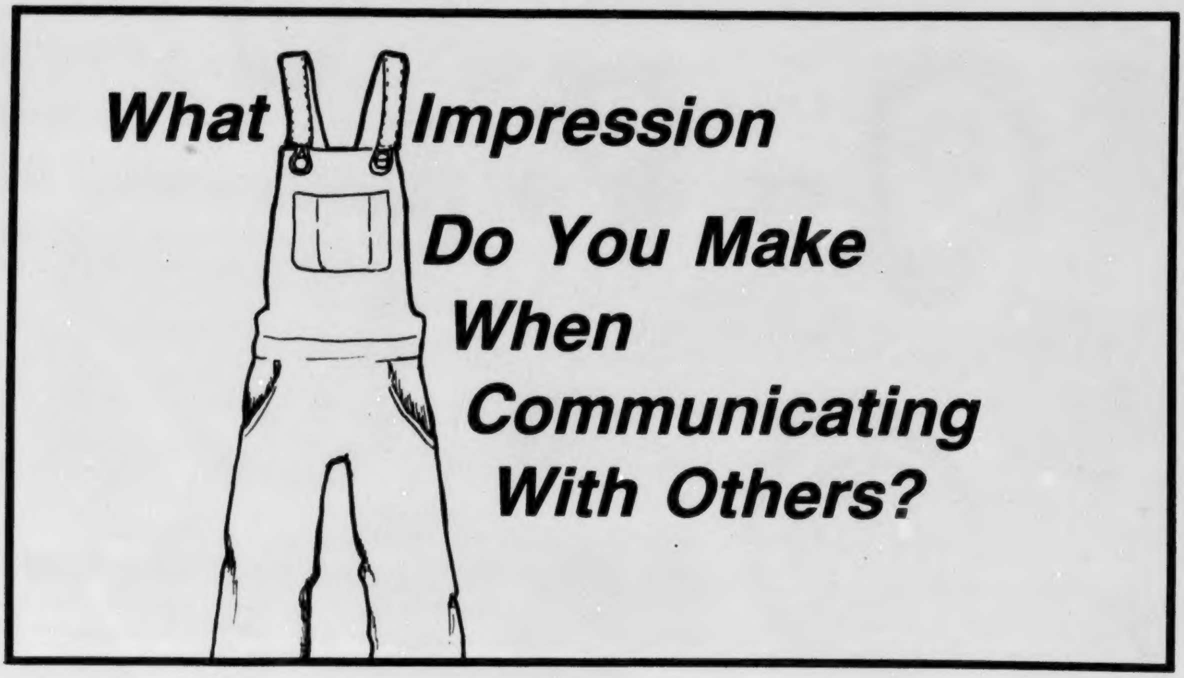
General Instructions:

1. Cut letters from magazines or newspapers or use prepared lettering.
2. Make cartoon characters from the different punctuation marks.


It Stays Like
You Write It
Organization
Spelling
MAIL
-ABLE
Punctuation
Grammar
Letter Style

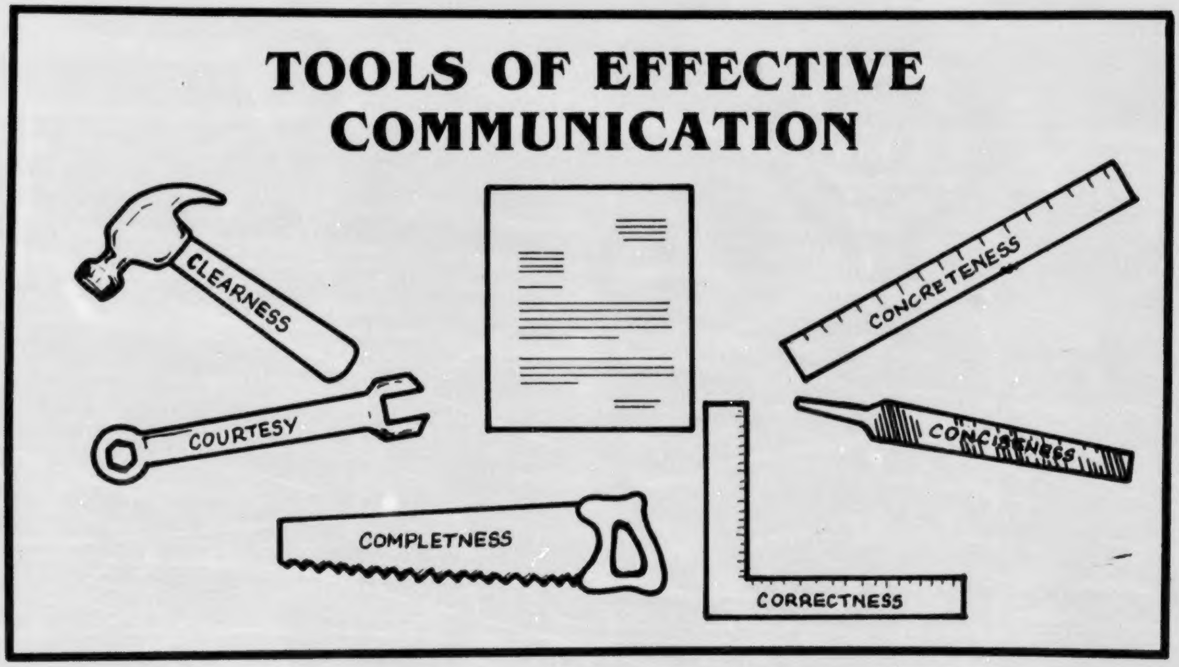
General Instructions:

1. Cut letters from magazines or newspapers or use prepared lettering.
2. Use envelopes.
3. Cut out a picture or draw a mail bag.


What Impression
Do You Make
When
Communicating
With Others?

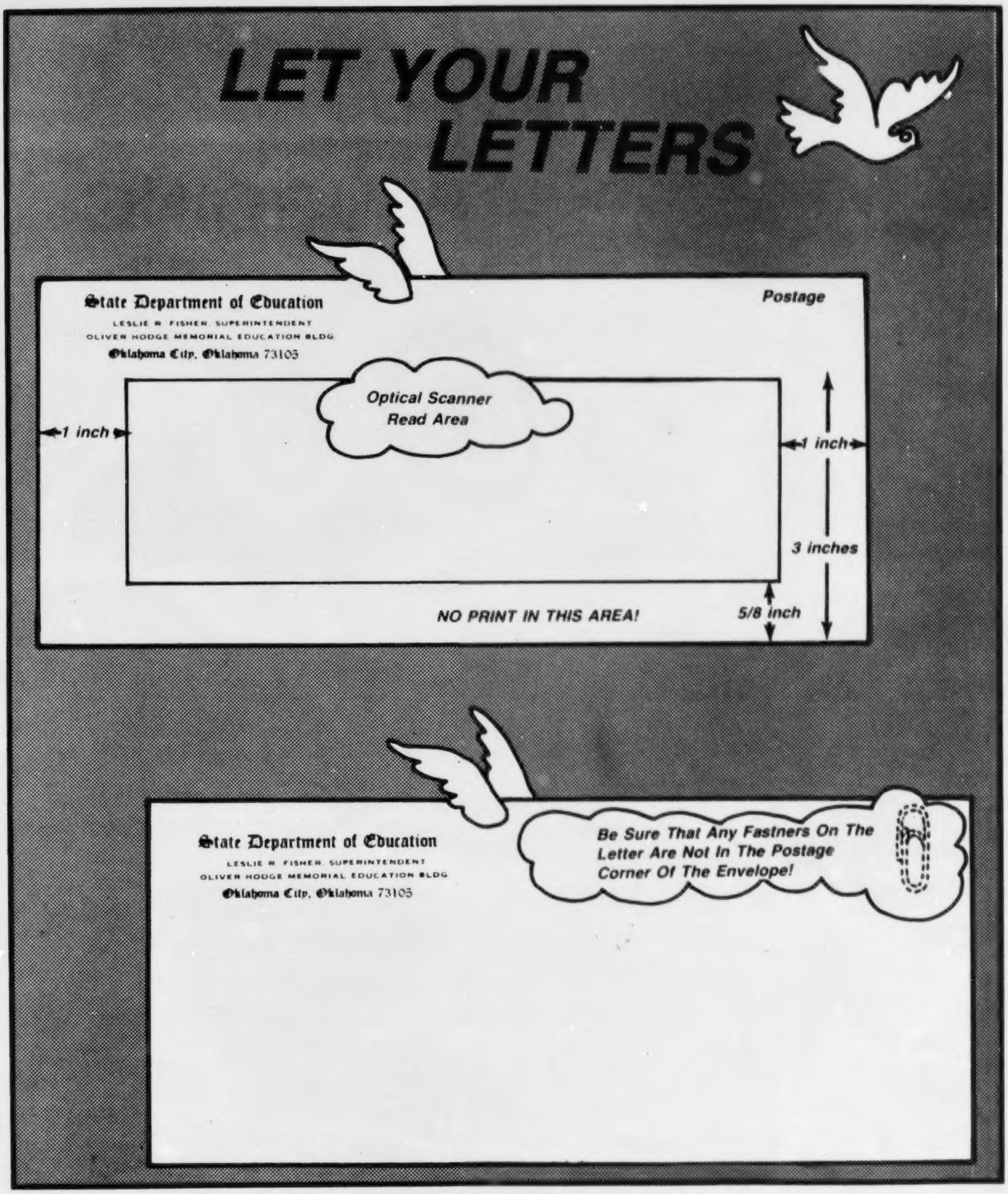
General Instructions:

1. Cut out lettering from denim and tack up an old pair of real overalls.
2. Cover background in brown paper or burlap.


TOOLS OF EFFECTIVE
COMMUNICATION
CLEARNESS
CONCRETENESS
COURTESY
CONCISENESS
COMPLETNESS
CORRECTNESS

General Instructions:

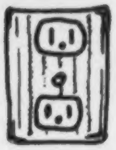
1. Make lettering from aluminum foil.
2. Cut out all tools from heavy paper and cover with aluminum foil.
3. Make handle of hammer and saw from brown paper.
4. Place a real letter or memorandum in the center of bulletin board.


LET YOUR LETTERS
State Department of Education
LESLIE R. FISHER, SUPERINTENDENT
OLIVER HODGE MEMORIAL EDUCATION BLDG
Oklahoma City, Oklahoma 73105
Postage
Optical Scanner Read Area
1 inch
1 inch
3 inches
NO PRINT IN THIS AREA!
5/8 inch
State Department of Education
LESLIE R. FISHER, SUPERINTENDENT
OLIVER HODGE MEMORIAL EDUCATION BLDG
Oklahoma City, Oklahoma 73105
Be Sure That Any Fastners On The Letter Are Not In The Postage Corner Of The Envelope!

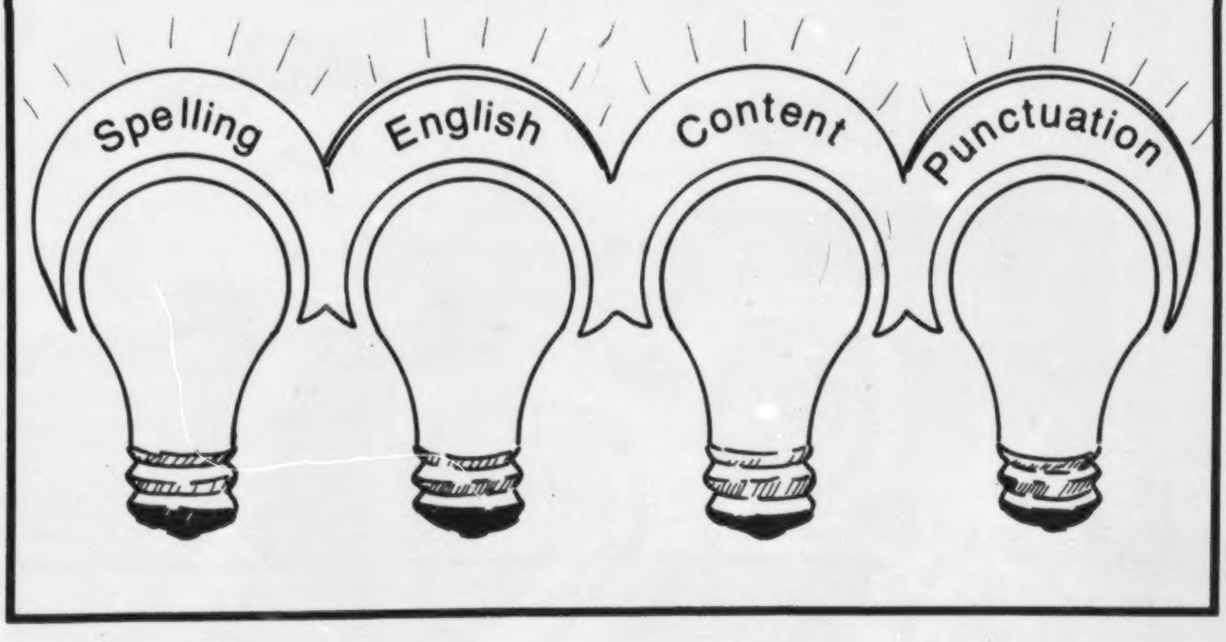
General Instructions:

1. Make a transparency of the wings, dove, and envelopes for a pattern.

KEEP PLUGGING



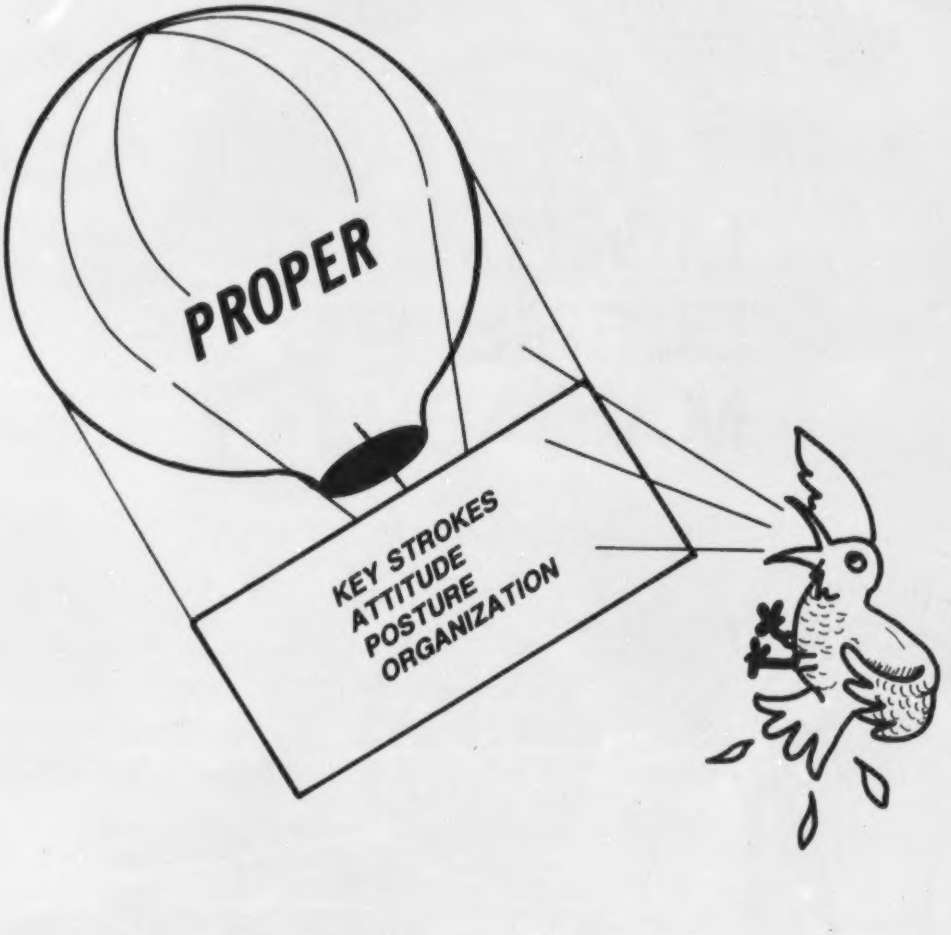
LIGHT UP THE ELEMENTS OF MAILABILITY


Spelling
English
Content
Punctuation

General Instructions:

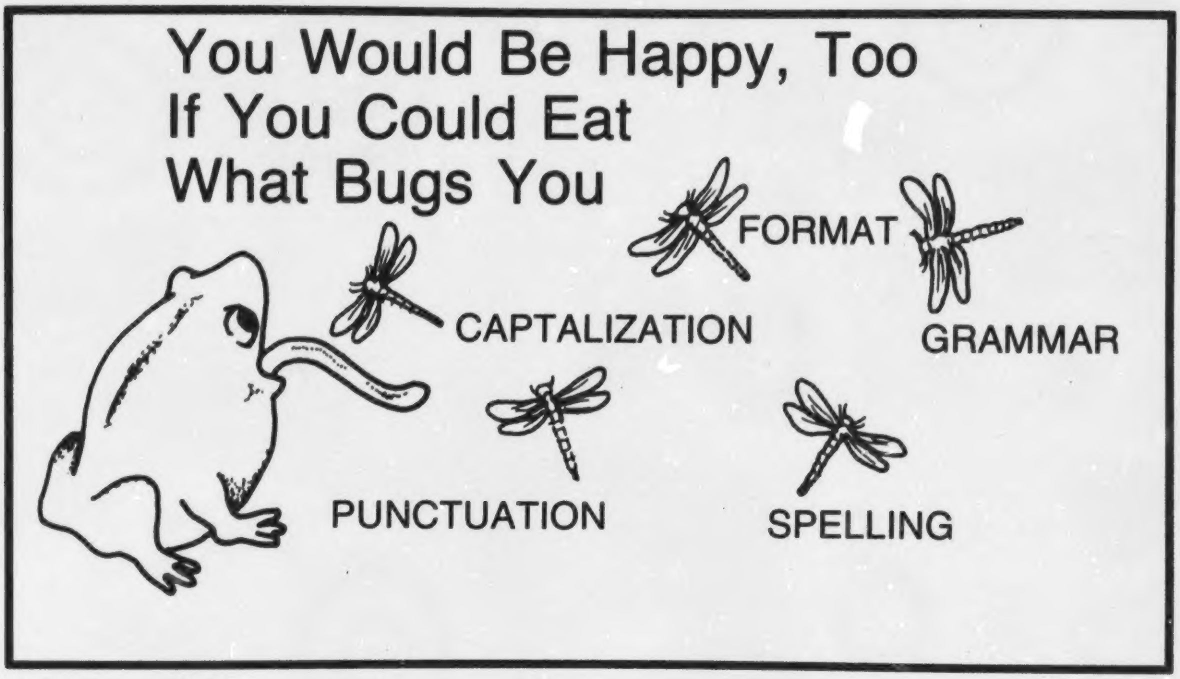
1. Cut letters from newspapers or magazines or use prepared letters.
2. Locate pictures of light bulbs or cut out from yellow felt.
3. Raise the glow of each bulb at highest point and glue each base to bulletin board.

SOAR *to higher*
SPEEDS *by using*


PROPER
KEY STROKES
ATTITUDE
POSTURE
ORGANIZATION

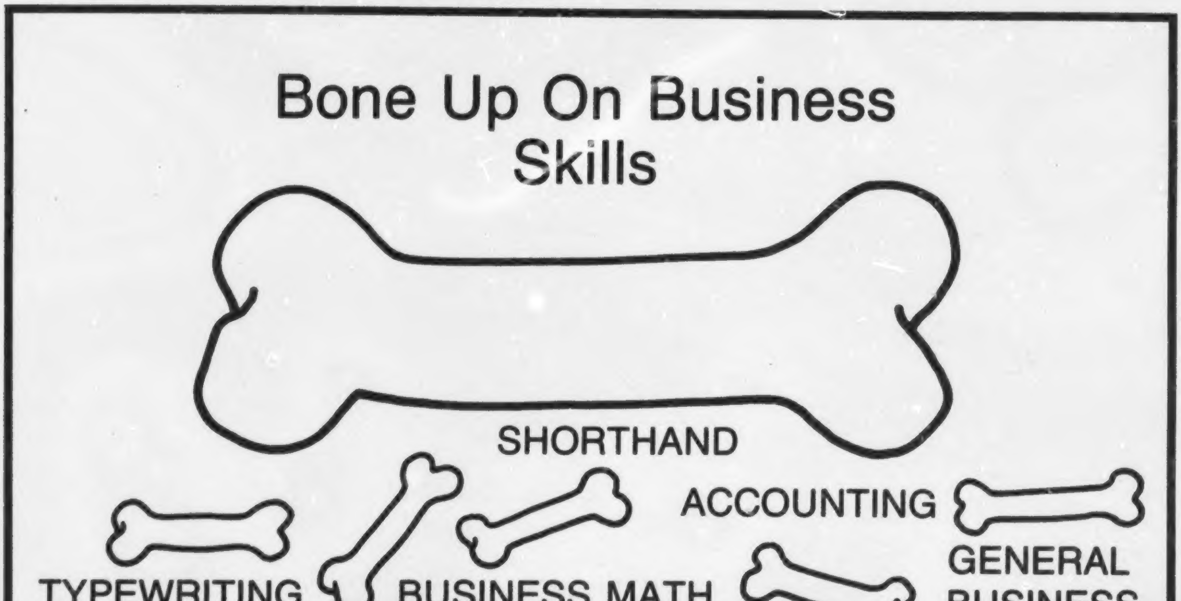
General Instructions:

1. Use lettering and background of your choice.
2. Make a soft sculpture balloon.


You Would Be Happy, Too
If You Could Eat
What Bugs You
FORMAT
CAPTALIZATION
GRAMMAR
PUNCTUATION
SPELLING

General Instructions:

1. Make background a light blue.
2. The frog can be of green felt.
3. The dragon flies can be made of construction paper with plastic or cellophane wings.
4. Make heading dark blue and other wording green.


Bone Up On Business
Skills
SHORTHAND
ACCOUNTING
TYPEWRITING
BUSINESS MATH
GENERAL
BUSINESS

General Instructions:

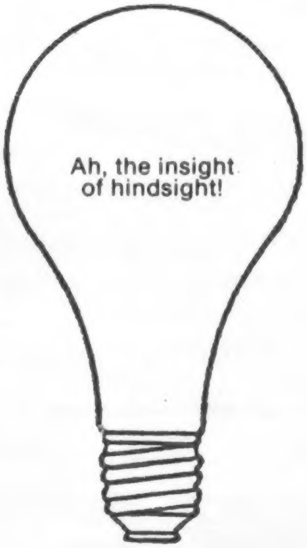
1. Use black background and white poster paper bones.
2. All lettering will be white.

SEASONAL

The real problem of your leisure is to keep other people from using it.

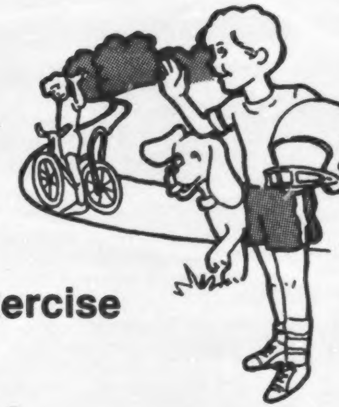
The heaviest load to carry is a bundle of grudges.

No one can be completely relaxed. Like a windup clock a person cannot tick without some tension.

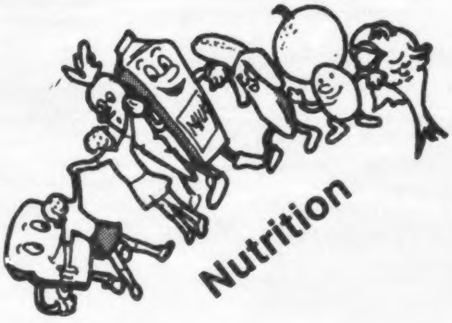

Ah, the insight of hindsight!

Reading is to the mind what exercise is to the body.

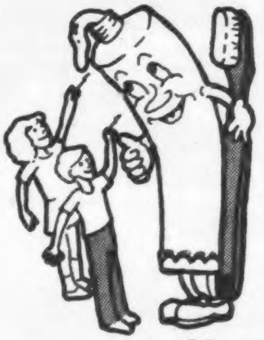
Begin The NEW YEAR With HEALTHY Ideas



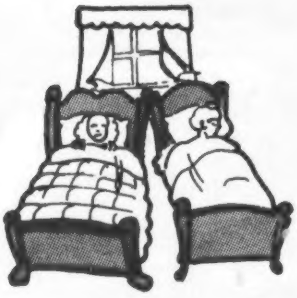
Exercise



Nutrition



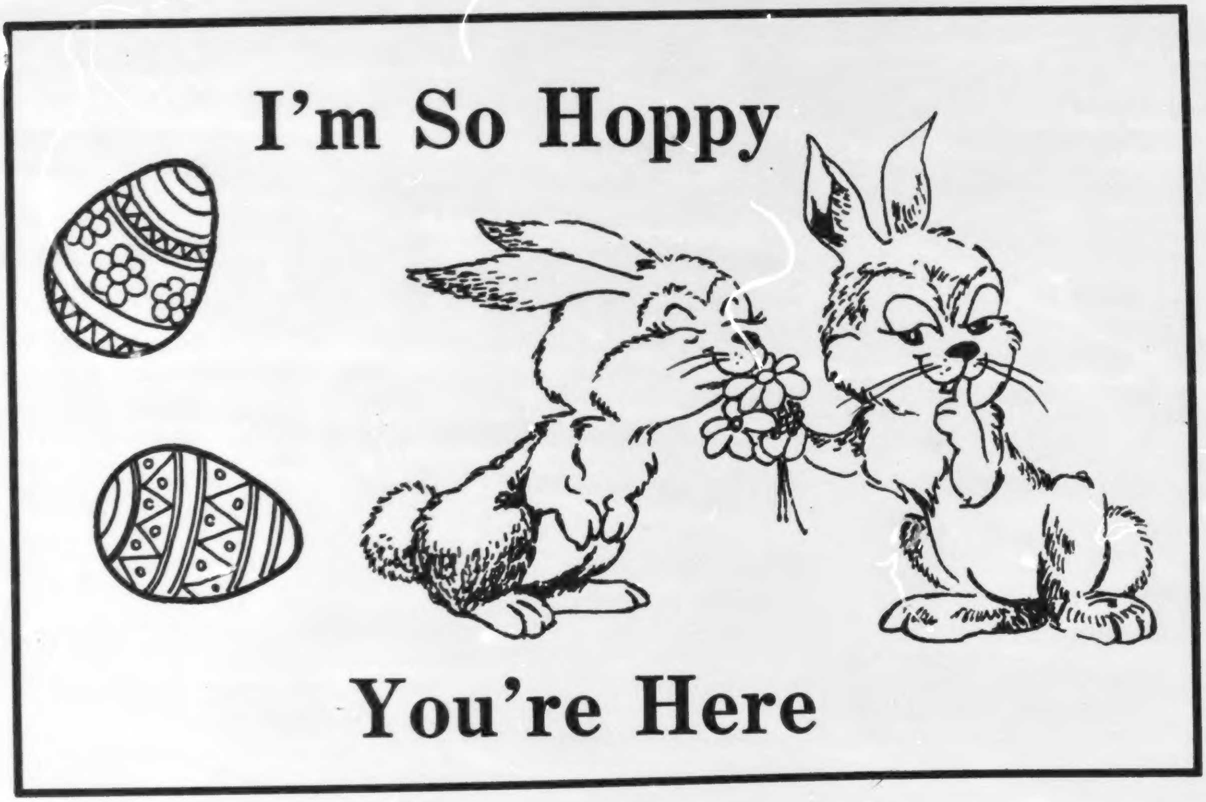
Hygiene



Rest

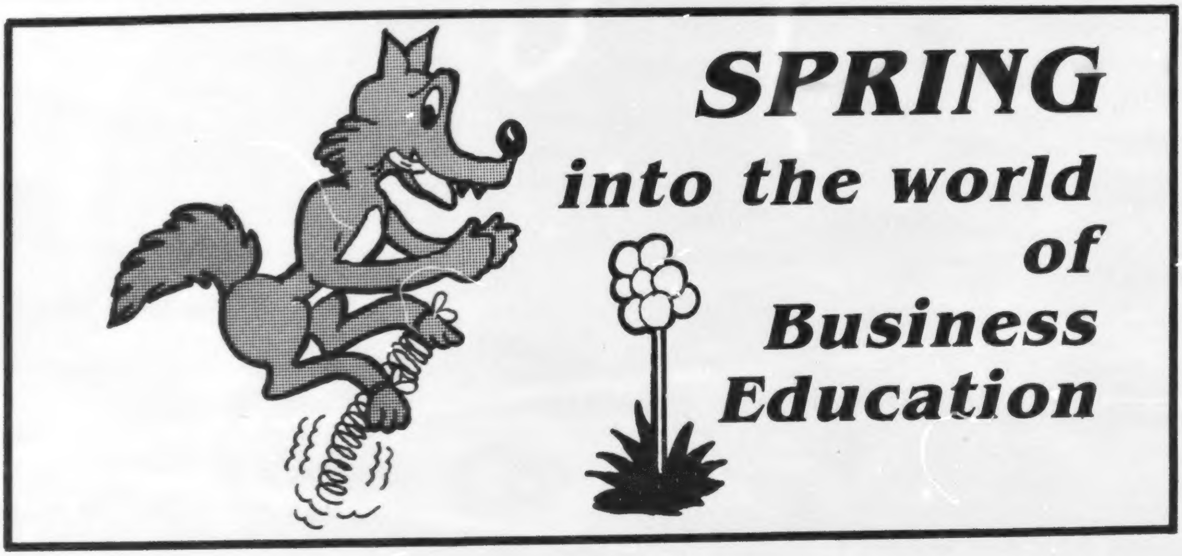
General Instructions:

1. Cut out letters from newspapers or magazines or use prepared lettering.
2. Locate pictures that show ways of being healthy.
3. This may also be used at the first of the school year.


I'm So Hoppy
You're Here

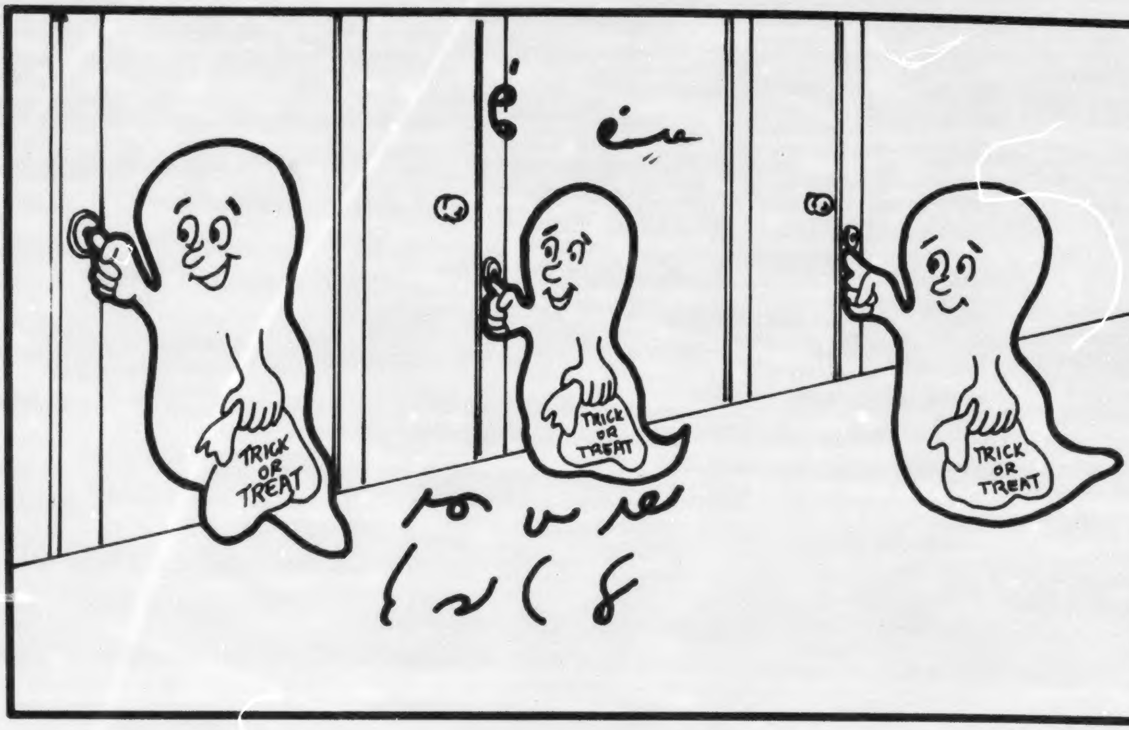
General Instructions:

1. Cut out letters from newspapers or magazines or use prepared lettering.
2. Locate a picture of Easter rabbits and Easter eggs.


SPRING
into the world
of
Business
Education

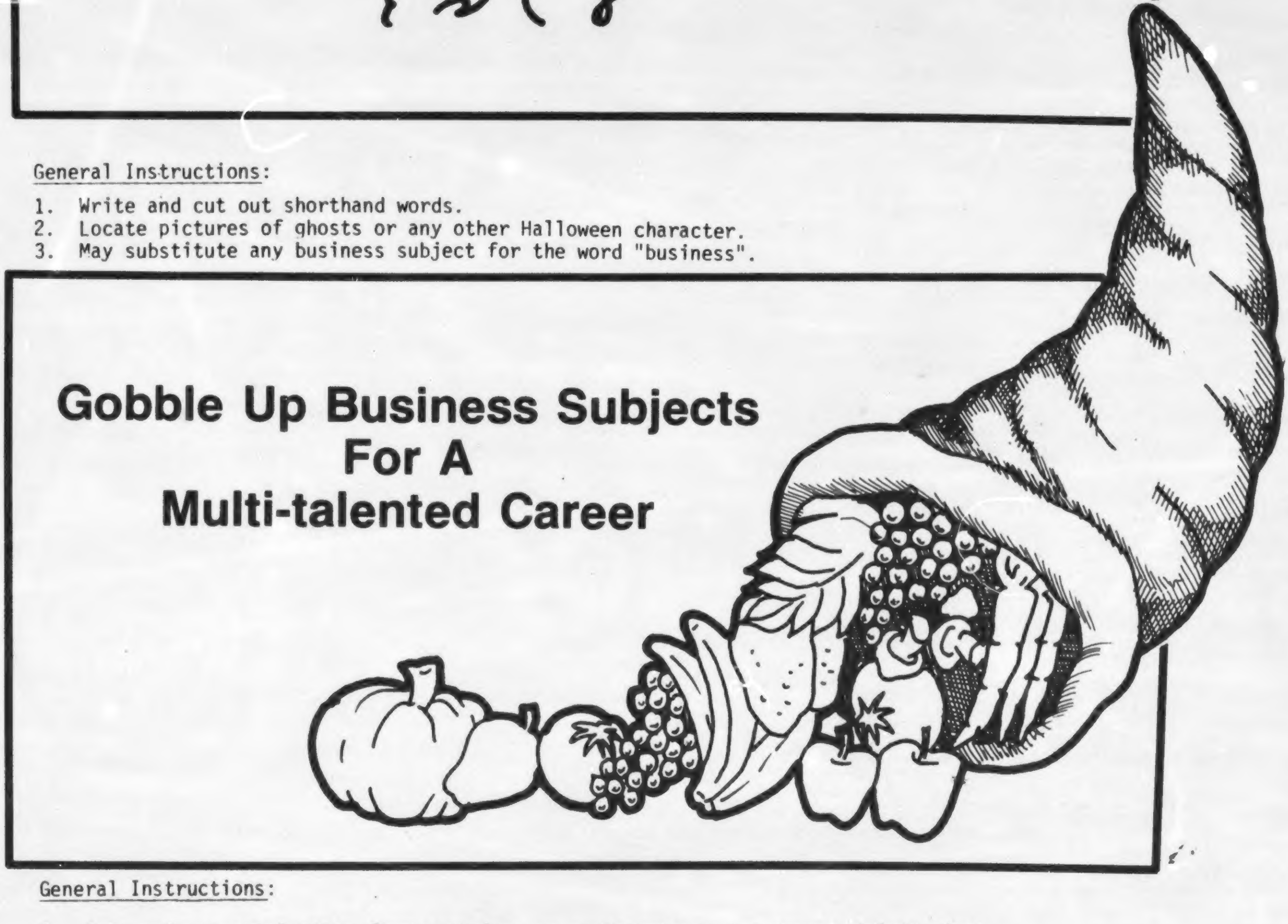
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Draw a picture of a coyote or any other animal with springs on feet. (Add scenery)


TRICK OR TREAT
TRICK OR TREAT
TRICK OR TREAT

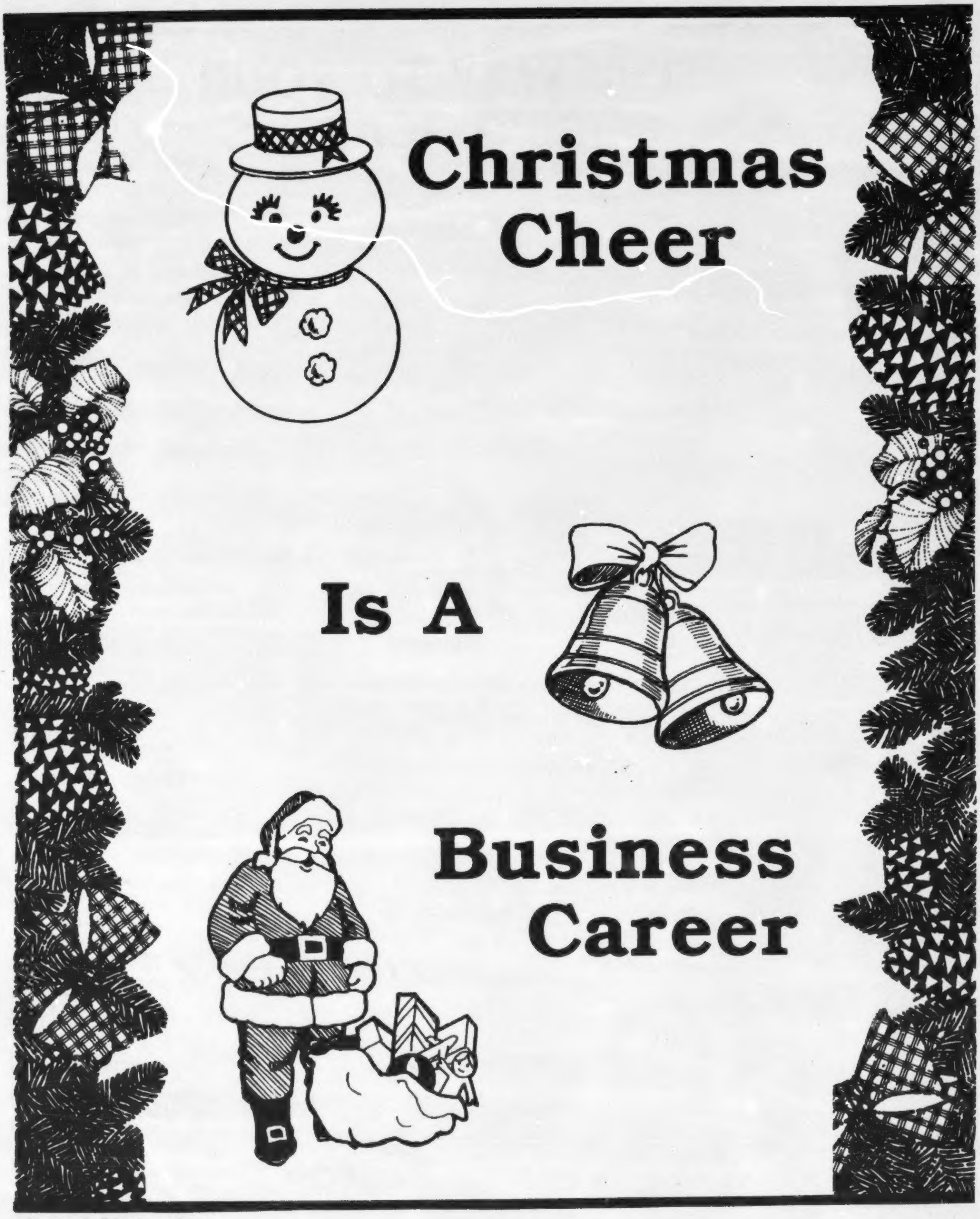
General Instructions:

1. Write and cut out shorthand words.
2. Locate pictures of ghosts or any other Halloween character.
3. May substitute any business subject for the word "business".


Gobble Up Business Subjects
For A
Multi-talented Career

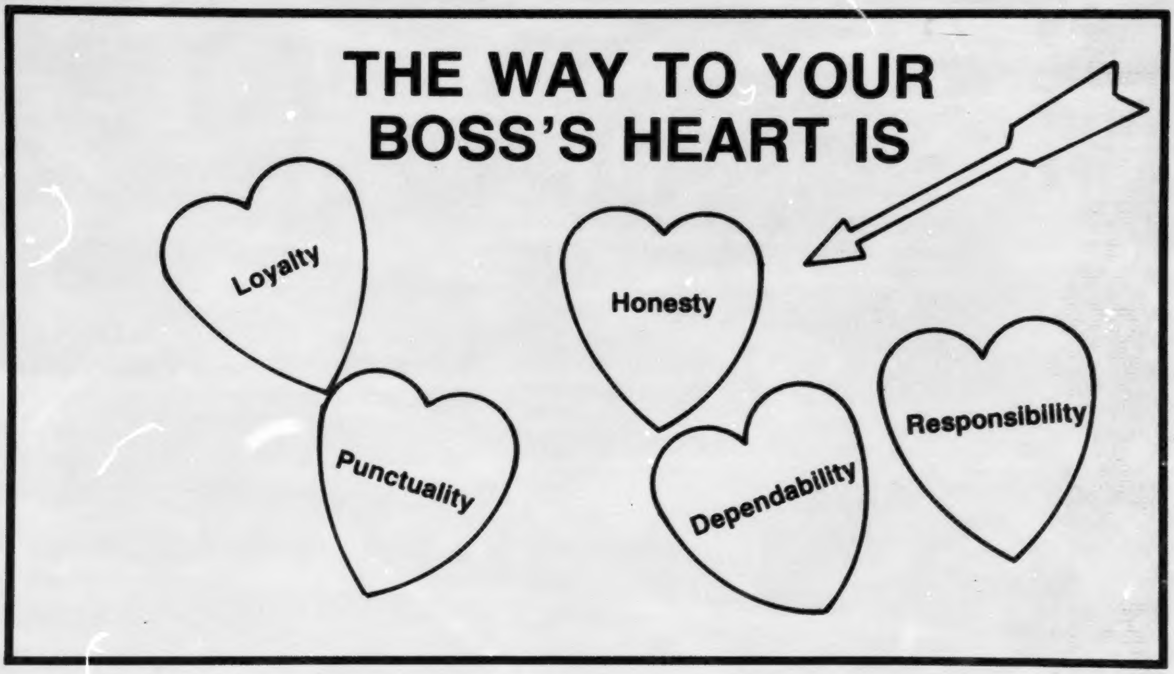
General Instructions:

1. Draw and cut out letters from magazines or newspapers or use prepared lettering.
2. Draw or cut out a horn of plenty and fruit falling from it.


Christmas
Cheer
Is A
Business
Career

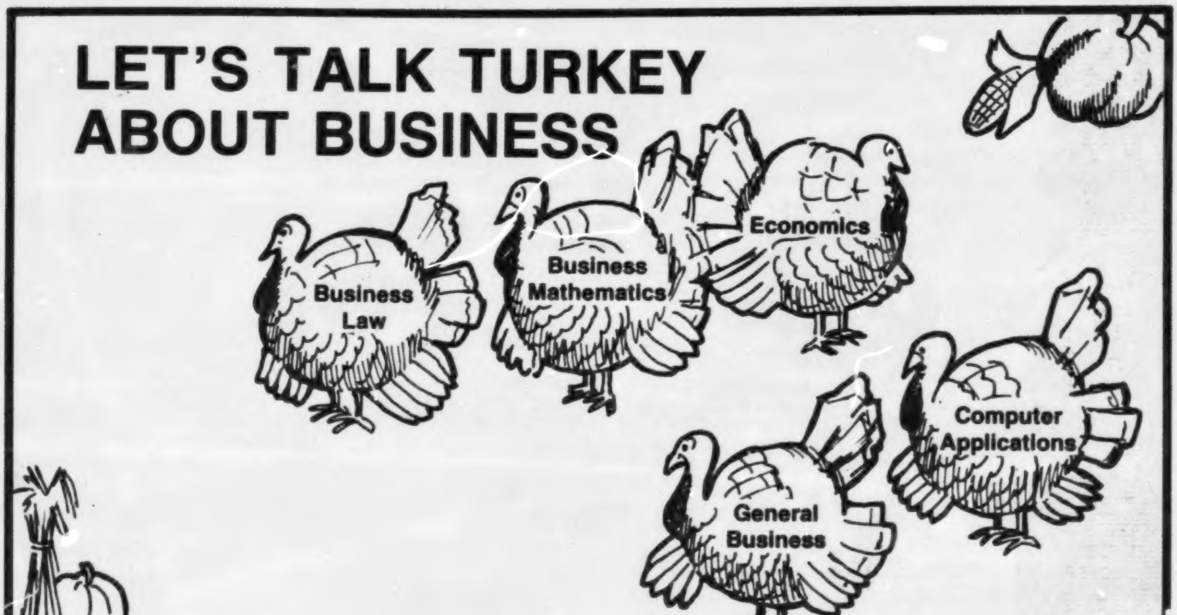
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Cut out seasonal pictures.
3. Use Christmas border.


THE WAY TO YOUR BOSS'S HEART IS
Loyalty
Honesty
Punctuality
Dependability
Responsibility

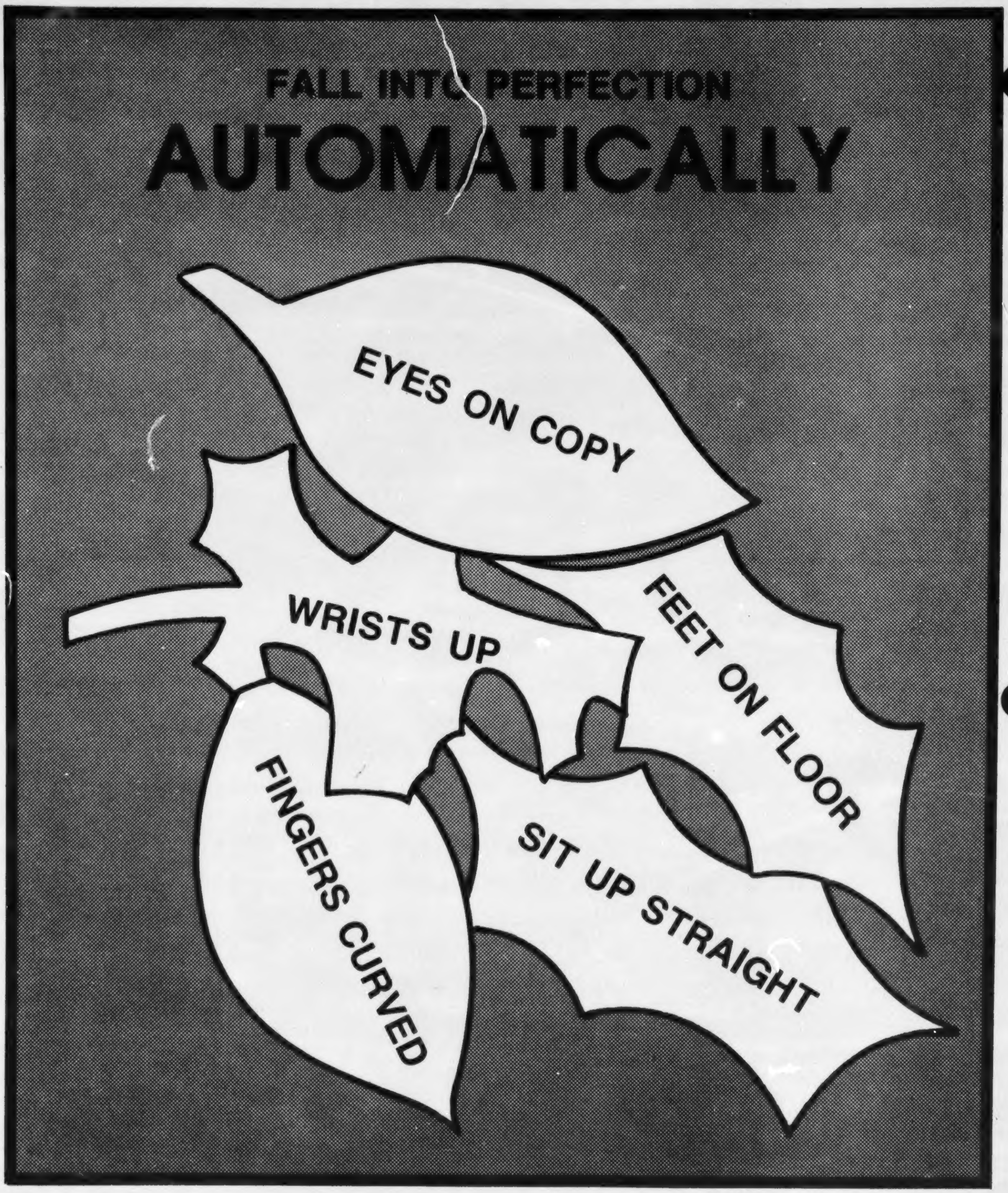
General Instructions:

1. Cut out letters or hand script.
2. Make background of white paper.
3. Cut out valentines and large lettering from red paper.
4. Labels on hearts can be hand script in white or gold. Arrow may be of gold foil.


LET'S TALK TURKEY ABOUT BUSINESS
Business Law
Business Mathematics
Economics
Computer Applications
General Business

General Instructions:

1. Cut out letters or hand script using blue paint or paper.
2. Make the background bright orange.
3. Cut out turkeys from brown paper. Cut their heads from red construction paper.
4. You may use pictures of pumpkins and corn to fill in blank spaces.


FALL INTO PERFECTION
AUTOMATICALLY
EYES ON COPY
WRISTS UP
FEET ON FLOOR
FINGERS CURVED
SIT UP STRAIGHT

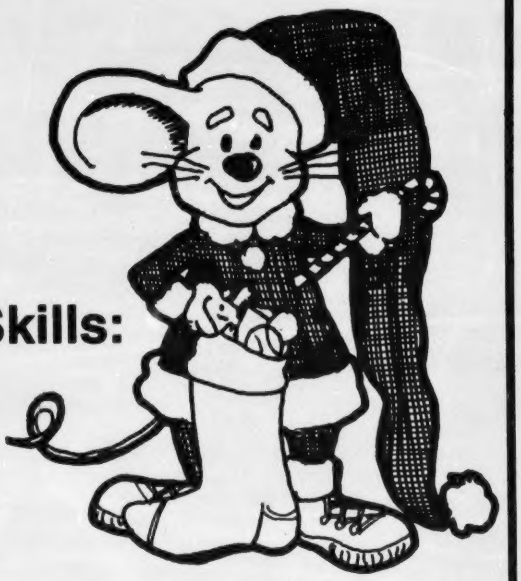
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Cut out or draw leaves.

STUFF YOUR STOCKING

With Good Business Skills:

- TYPEWRITING
- SHORTHAND
- INFORMATION PROCESSING
- ACCOUNTING

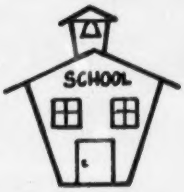


General Instructions:

1. Cut out letters or hand script from green paint or paper.
2. Use red cloth or felt to cut out Santa's suit.
3. Use real stocking and candy cane for illustrations.
4. Use a pastel color for background and gray for the mouse.

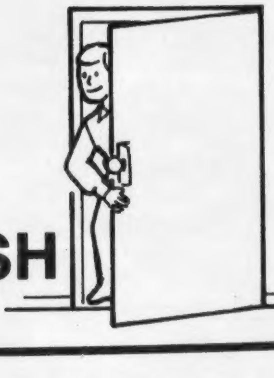
Essentials Needed

FROM START



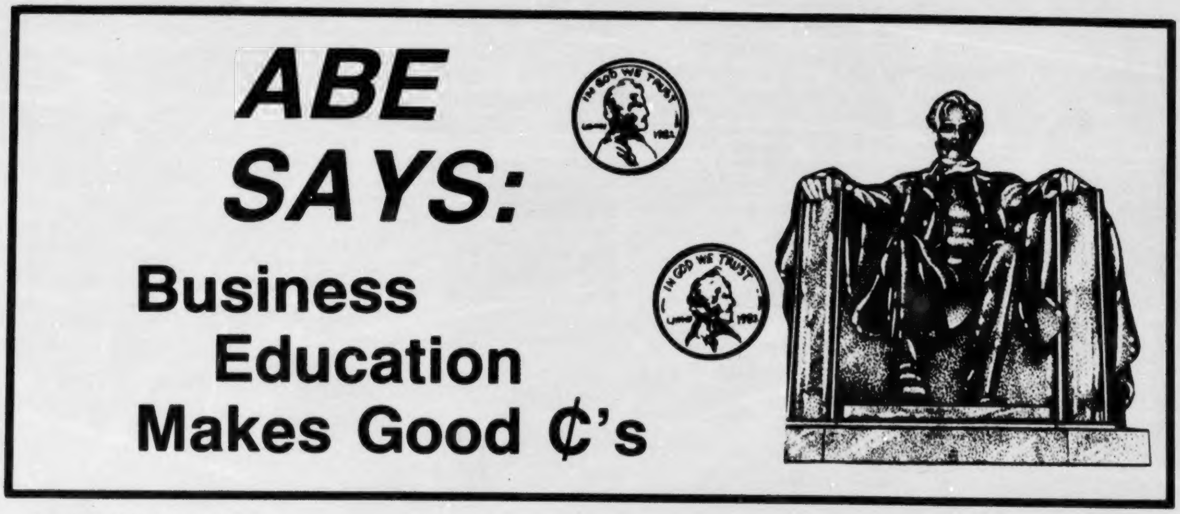
- Typing Paper
- Correction Materials
- Pencils/Pens
- Carbon Paper
- Line Space Ruler
- Onionskin
- Dictionary
- Word-Division Manual
- Theaurus

TO FINISH



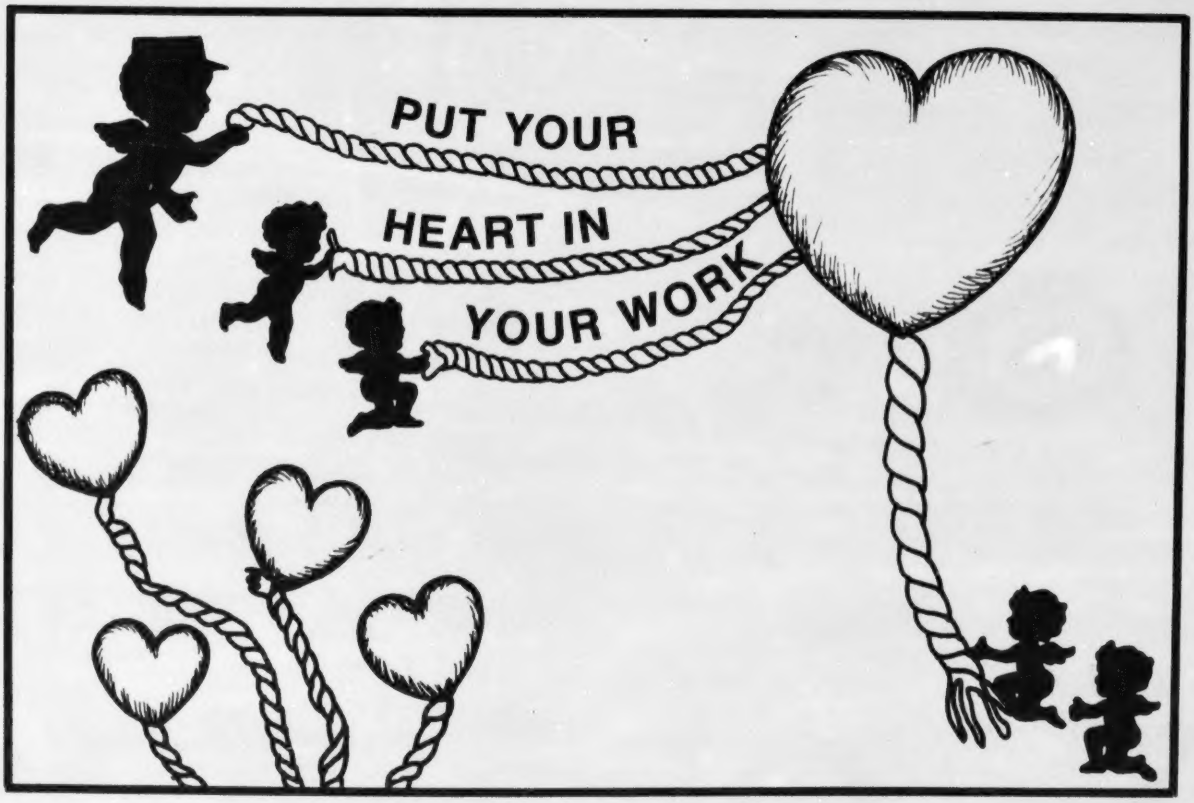
General Instructions:

1. Cut out letters or hand script. Cut out "FROM START . . . TO FINISH" in bright red.
2. Make the school and door in bright red, arrows in white or yellow, and background in bright blue.


ABE
SAYS:
Business
Education
Makes Good ¢'s
IN GOD WE TRUST
IN GOD WE TRUST

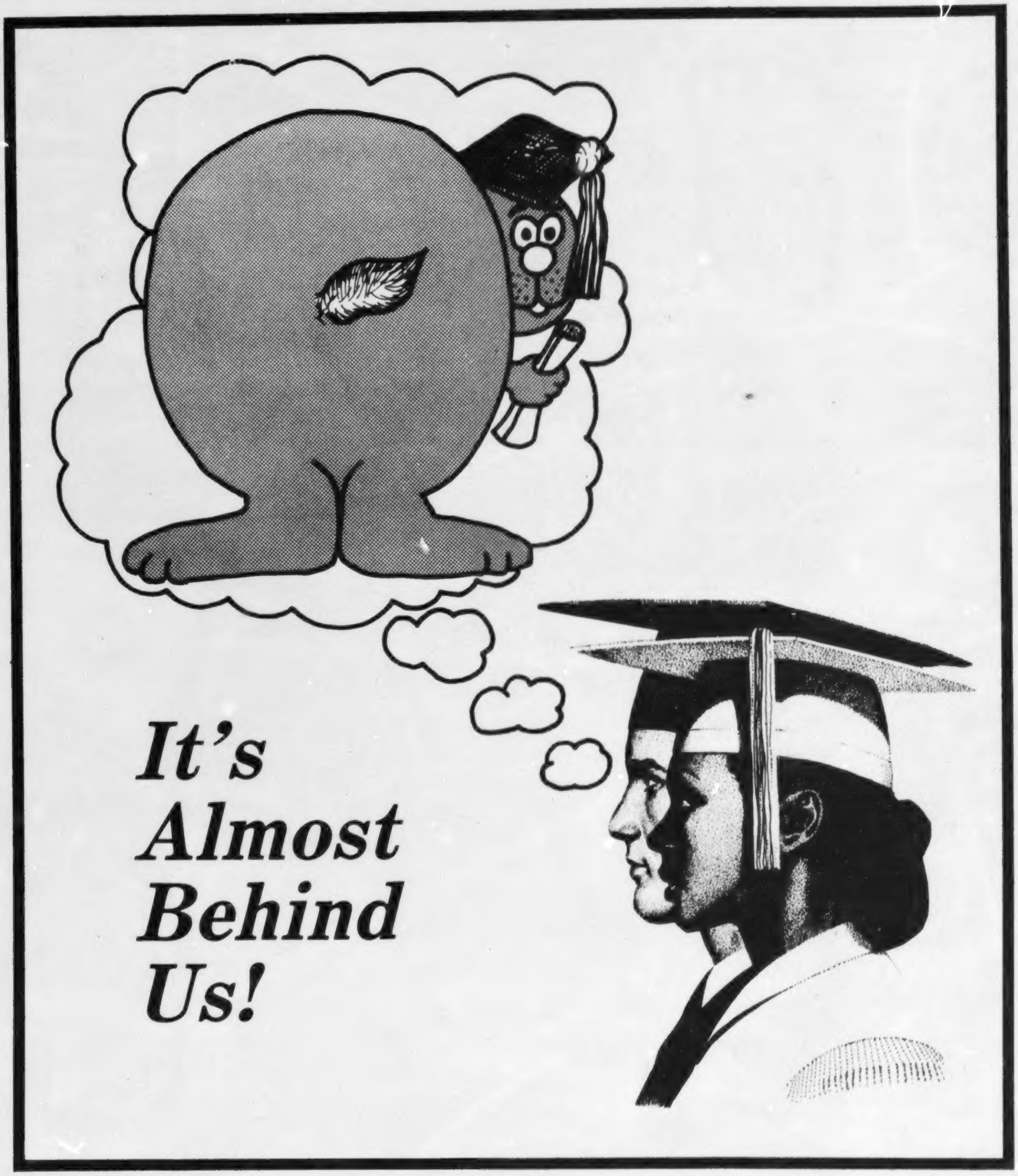
General Instructions:

1. Cut out letters from magazines or newspapers or use prepared lettering.
2. Cut out a picture of Abraham Lincoln.
3. Put real pennies on the board.


PUT YOUR
HEART IN
YOUR WORK

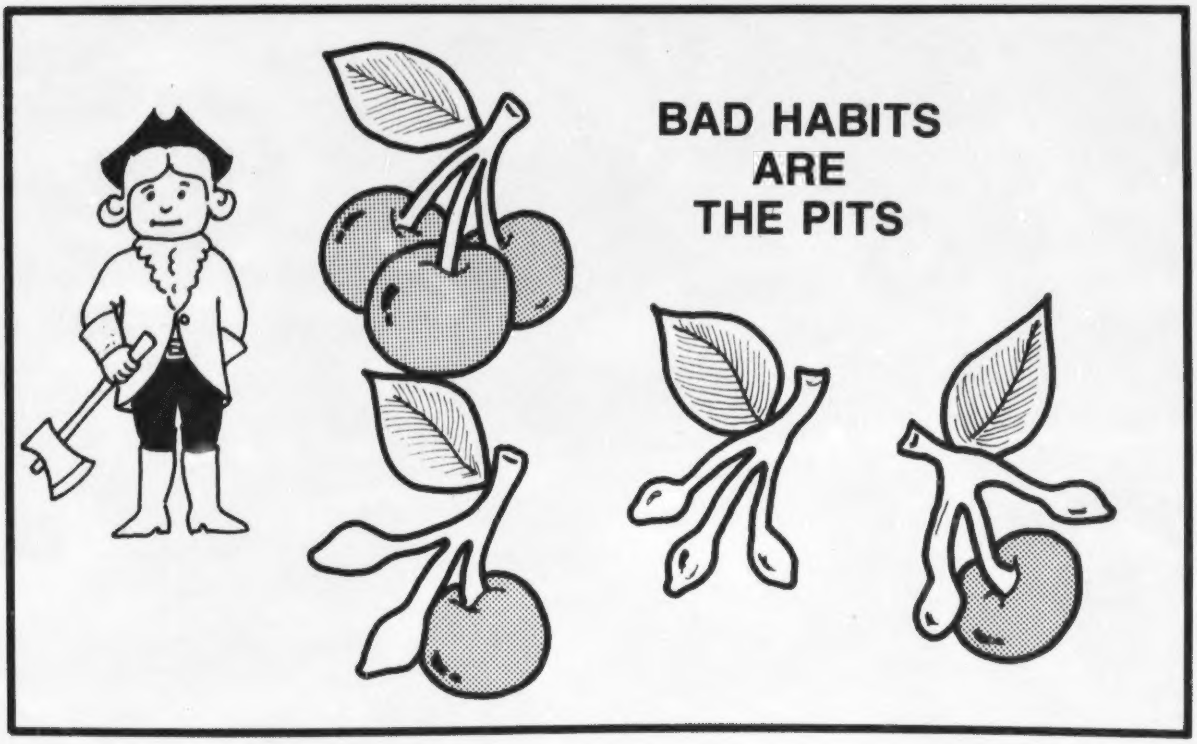
General Instructions:

1. Use an overhead transparency and trace off five cupids ranging in size from small to large and one large heart. Trim the heart with either a doily or tissue so it will have the appearance of a ruffled edge.
2. Use red yarn from the cupids to the heart. Place lettering above each piece of yarn.
3. In lower left corner, place a bouquet of hearts on small flower stems made of red yarn.



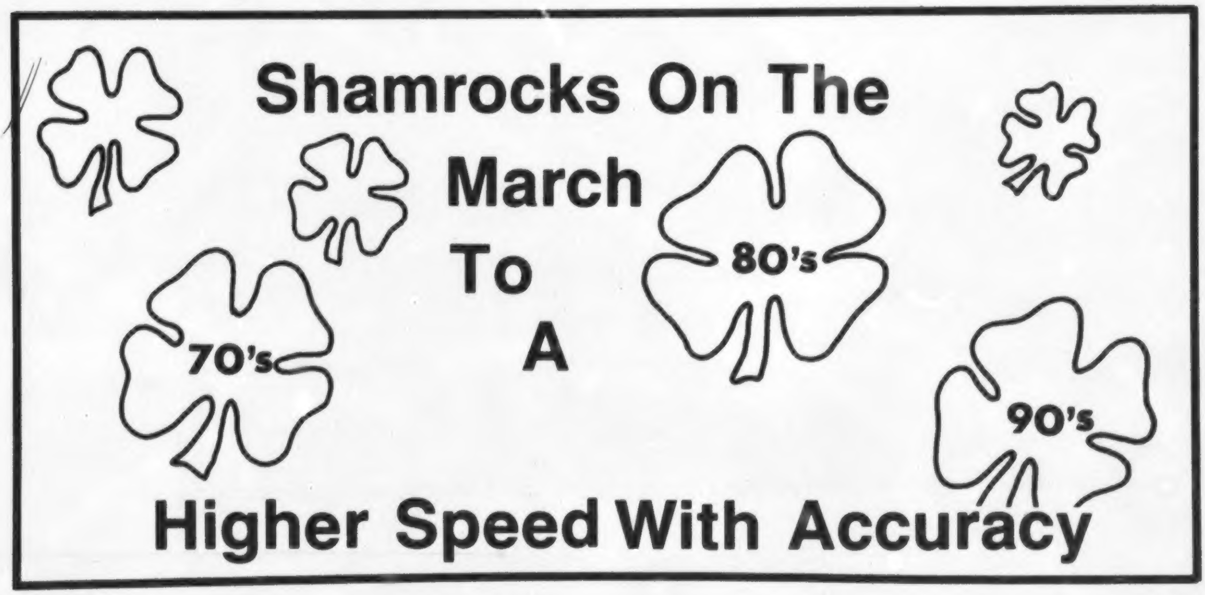
General Instructions:

1. Cut out letters from newspapers or magazines or use prepared lettering.
2. Locate a picture of graduates.
3. Locate a picture of an animal. Place graduation cap on the animal's head. Place the animal in a cloud.


BAD HABITS
ARE
THE PITS

General Instructions:

1. Cut letters out of newspapers or magazines or use prepared lettering.
2. Locate pictures of cherries and a picture of George Washington with a hatchet.


Shamrocks On The
March
To
A
70's
80's
90's
Higher Speed With Accuracy

General Instructions:

1. Cut letters out of newspapers or magazines or use prepared lettering.
2. Draw pictures of shamrocks.